

BEDFORD, MASSACHUSETTS

Location

Bedford is located on the map of Massachusetts in Middlesex County—about fifteen miles northwest of Boston near the junction of routes 3 and I95 [128]. The Town may be accessed by car and by public transportation on the M.B.T.A., Taxi, shuttle, and Logan Express connect to Boston's Logan Airport. Surrounding towns are Lexington, Concord, Carlisle, Burlington, Billerica, and Lincoln.

The Town map shows a land area of almost fourteen square miles, with 65.54 miles of public roads. There are rivers, ponds, fields, and forests saved as conservation lands. The Town maintains open spaces with walking trails and bikeways as well as athletic fields and parks for recreation.

History

Incorporated in 1729, the initial community of fifty households survived on farming and requisite industries. The Town's history is documented in the Bedford collection at the Bedford Public Library. Visitors are drawn to view historic sites including homes, the Old Burying Ground, The Wilson Mill, the Job Lane House and the original Bedford Flag that was taken to the battle of Lexington and Concord in 1775. With support from Friends of Depot Park, a historic park commemorating railroad activity in Bedford is located near the intersection of Loomis Street and Railroad Avenue. *Exploring Bedford*, a walking/biking tour guide describing these sites, is available at the Library and the Bedford Chamber.

<http://www.freedomsway.org/towns/bedford/bedford.html> will give you the history of what happened in Bedford the morning of April 19, 1775, and the addresses of the houses and other revolutionary sites that have been preserved in Bedford.

The circa 1713 Job Lane House, a beautifully preserved example of the New England saltbox-style house, was home to one of Bedford's founding families and is open for tours twice a month, May to December (www.bedfordmahistory.org/job_lane_house.htm).

The Bedford Historical Society offers an annual lecture series on local history, presents historical

displays in various town buildings, answers research requests from the public, and maintains in its Archives an extensive collection of Bedford artifacts, documents, photographs, and reference materials (www.bedfordmahistory.org).

Population and Housing

Bedford's 2015 population of 13,995 represents 6,300 households and 9,769 voters. In 2015 per capita income was \$49,151. In FY2015 the median value of single family homes was \$537,605. Detailed demographic information is documented by the Massachusetts Department of Housing and Community Development.

Local Town Government

Bedford's Selectmen-Open Town Meeting form of government has been operative since 1729. Descriptions of elected and appointed offices, processes, regulations and codes are contained in detail in the Charter and General Bylaws. Elected officials, staff and many appointed citizen committees are vital in preparation, planning and delivery of Town government services. The Volunteer Coordinating Committee recruits volunteers for the appointed citizen participation committees. The annual Town election is on the second Saturday of March, with Annual Town Meeting beginning on the fourth Monday of March.

Business and Community Organizations, News Media

Some forty community groups with interests around arts, schools, social service, scouting, gardening, veterans and sports are active, with representation at a town wide parade and fair on Bedford Day, celebrated the third Saturday in September. The Town's strong business community has a Chamber of Commerce with 150 members ranging from local professional firms to large corporations with global headquarters in Bedford. Hanscom Air Force Base has been an important part in the strength of the Bedford economy.

Local news is covered in the weekly Bedford Minuteman newspaper, on local cable television, and online at (www.thebedfordcitizen.org).

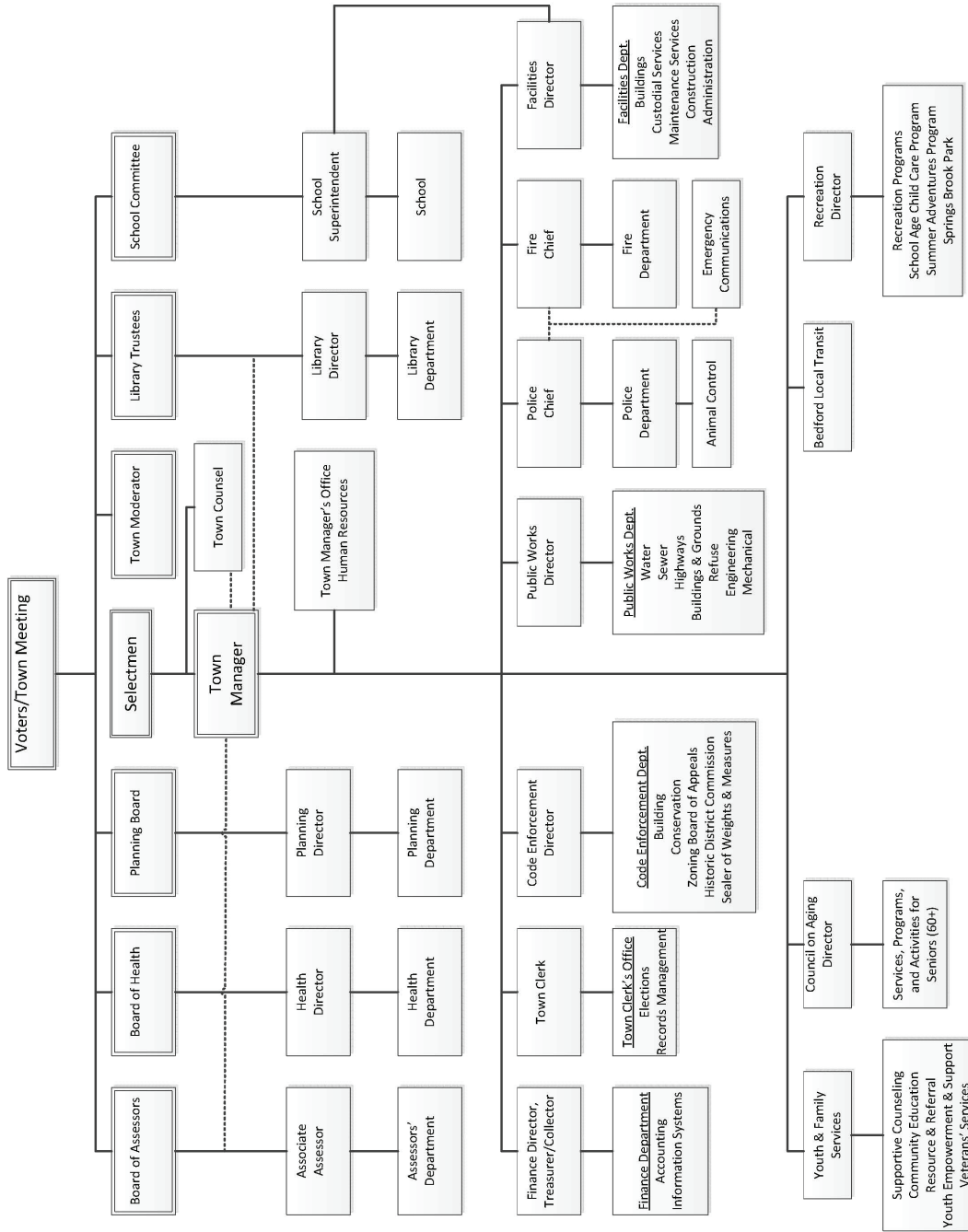
2015 ANNUAL TOWN REPORT

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*Cover designed by Bedford resident Jean Hammond.
Photographs taken by Jim Shea*

Town of Bedford Organization Chart



TOWN OF BEDFORD DIRECTORY

<u>TOWN DEPARTMENTS & SERVICES</u>		
Bedford Community Access TV	16 South Road	781-275-5004
Bedford Public Library	7 Mudge Way	781-275-9440
Bedford Public Schools	97 McMahon Road	781-275-7588
Superintendent	97 McMahon Road	781-275-7588
Assistant Superintendent	97 McMahon Road	781-275-2155
Bedford High School	9 Mudge Way	781-275-1700
Eleazer Davis Elementary School	410 Davis Road	781-275-6804
Job Lane Elementary School	62 Sweetwater Ave.	781-275-7606
John Glenn Middle School	99 McMahon Road	781-275-3201
Facilities Department	101 McMahon Road	781-275-5290
Fire Department - Non-Emergency	55 Great Road	781-275-7262
Fire Department - Emergency		911
Police Department - Non-Emergency	2 Mudge Way	781-275-1212
Police Department - Emergency		911
Public Works Department	314 Great Road	781-275-7605
Town Center	12 Mudge Way	781-275-4880
Bedford Local Transit	12 Mudge Way	781-275-2255
Council on Aging	12 Mudge Way	781-275-6825
Health Department	12 Mudge Way	781-275-6507
Recreation Department	12 Mudge Way	781-275-1392
Town Center Coordinator	12 Mudge Way	781-275-4880
Veterans' Services	12 Mudge Way	781-275-1328
Youth & Family Services	12 Mudge Way	781-275-7727
Town Hall	10 Mudge Way	781-275-1111
Assessors	10 Mudge Way	781-275-0046
Code Enforcement	10 Mudge Way	781-275-7446
Collector's Office	10 Mudge Way	781-275-1517
Conservation Commission	10 Mudge Way	781-275-6211
Finance Department	10 Mudge Way	781-275-2218
Human Resources	10 Mudge Way	781-275-1111
Planning Board	10 Mudge Way	781-275-1548
Town Clerk	10 Mudge Way	781-275-0083
Town Manager	10 Mudge Way	781-275-1111

OUR TOWN

Situation

About 15 miles northwest of Boston
Middlesex County

Population

13,995

Elevation

Highest- 280 feet above sea level
Lowest- 110 feet above sea level

Assessed Valuation for FY15

Total Assessed Value- \$3,157,091,927

FY15 Tax Rates

Residential- \$14.62
Open Space- \$10.94
Comm., Ind., & Personal Property- \$32.12

FY15 Water Rates

Water Base Rate Minimum Bill- \$17.50
0-2000 cubic feet = \$1.50/100 CF
Over 2,000 cubic feet = \$6.70/100 CF

FY15 Sewer Rates

Sewer Base Rate Minimum Bill- \$22.50
0-2000 cubic feet = \$3.40/100 CF
Over 2000 cubic feet = \$10.90/100 CF

Website

www.bedfordma.gov

Type of Government

Board of Selectmen
Open Town Meeting

Senators in Congress

Elizabeth Warren, 617- 565-3170
Edward Markey, 617-565-8519

Representative in Congress

Seth Moulton (6th District),
978-531-1669

State Senator

Michael Barrett (3rd Middlesex District),
617-722-1572

Member of Governor's Council

Marilyn Petitto Devaney (3rd Middlesex District),
617-725-4015

Representative in General Court

Kenneth Gordon (21st Middlesex District),
617-722-2014



Qualifications for Registration as Voters

Mail-in forms are available upon request. A copy of your identification is required. Must be 18 years of age, American-born or fully naturalized. Registration Monday through Friday, 8:00 a.m. to 4:00 p.m. in the Town Clerk's Office; special evening sessions of Registrars held preceding elections at the Police Station. Absentee voting permitted in all elections.

Dog Licenses

A dog should be licensed when three months old. Registrations held June 1 through August 31 with the Town Clerk. License fees: \$15/1 year; \$18/2 years; \$25/3 years. All licenses expire August 31. After August 31, a \$5.00 fine is due up to thirty days. After thirty days, a \$25.00 fine is due.

Tax Bills

Tax bills are paid quarterly. The first two quarters are preliminary bills and are based on the previous year's bill. The first quarter is due on August 1, the second quarter is due on November 1, the third quarter is due on February 1, and the fourth quarter is due on May 1. If unpaid by due date, interest will be calculated from the due date to date of payment. Motor vehicle excise bills are due 30 days from date of issuance, as well as water bills. Interest and demand charges will be assessed if bills are past due. Online payments can be made at: www.bedfordma.gov.

Board of Health

Cases or suspect cases of communicable or infectious diseases shall be reported by household members, physicians, and other health care providers as defined by M.G.L. Ch. 111, Sec. 1, by telephone, in writing, by facsimile, or other electronic means, immediately, but in no case more than 24 hours after diagnosis or identification, to the Board of Health in the community where the case is diagnosed or suspect case is identified. The local Board of Health's responsibility, upon receipt of such a report, is set forth in Massachusetts Regulations 105 CMR 300.110 and 300. The telephone number for the Board of Health is 781-275-6507.

ELECTED OFFICIALS - JULY 1, 2014 - JUNE 30, 2015

<u>Bedford Housing Authority</u>		<u>Moderator</u>	<u>Selectmen</u>		
Lewis Putney	2016	Betsey J. Anderson	2016	Margot Fleischman	2015
Jane Puffer	2017			Caroline Fedele	2016
Eugene J. Clerkin	2018	<u>Planning Board</u>		William S. Moonan	2016
Peggy Sukoff (resn. 9/14)	2019	Amy Faith Lloyd	2016	Mark Siegenthaler	2017
Robert Schmalz (eff. 3/15)	2019	Shawn Hanegan	2016	Michael Rosenberg	2017
William S. Moonan (appt. position)		Sandra Hackman	2017		
		Lisa R. Mustapich	2017		
		Jeffrey M. Cohen	2018	<u>Bedford Library Trustees</u>	
<u>Board of Assessors</u>		<u>Regional Voc. School District</u>		Lorrie Dunham	2016
Robert B. Murphy	2016	Donald Drouin	2016	Howard Cohen	2016
Zoe Pierce	2017	Glenn McIntyre	2018	Abigail Hafer	2016
Ronald M. Cordes	2018			Rachel Field	2017
<u>Board of Health</u>		<u>School Committee</u>		Lynne O'Connor	2017
Beatrice A. Brunkhorst	2016	Abigail Seibert (resn. 3/15)	2015	Michael Pulizzi	2018
Caroline Donnelly	2017	Michael McAllister	2016	Robert L. Batt	2018
Thomas J. Kinzer III	2017	Brad Hafer	2016		
Anita Raj	2018	Edward Pierce	2017		
Sarah B. Thompson	2018	Ann Guay	2017		
Margot Fleischman (Sel)		Daniel Brosgol (eff. 3/15)	2018		
Amy Faith Lloyd (PB)					

APPOINTED COMMITTEES - JULY 1, 2014 - JUNE 30, 2015

<u>Arbor Resources (Ad Hoc)</u>		<u>Bicycle Advisory</u>	<u>Capital Expenditure</u>		
Chris Gittins (resn. 6/15)	2015	Terry Gleason	2015	Anthony Battaglia	2015
Melinda C. Dietrich	2015	Ralph Hammond (resn.		James O'Neil	2015
Ruth Robinson	2015	7/13)	2015	Brian E. Bartkus	2016
Carol Kelly (resn. 6/15)	2015	Jan Van Steenwijk	2015	Jon O'Connor (resn. 3/15)	2016
Jacqueline Edwards	2015	Brian O'Donnell	2015	Karen Dunn (eff. 9/14)	2017
Kenneth Prescott	2015	David Enos	2016	Jean-Marc Slak (resn. 3/15)	2017
Jerry Mendenhall (eff. 2/15)	2015	John Premack	2016	Barbara Perry (Fincom)	2014
Michael Rosenberg (Sel)	2015	Peter Weichman	2017	Abigail Siebert (Sch) (resn. 3/15)	
Dennis Freeman (DPW)		Alec Ellsworth	2017	Daniel Brosgol (Sch) (eff. 3/15)	
Sandra Hackman (PB)		Amy Faith Lloyd (PB)		William Moonan (Sel)	
		Margot Fleischman (Sel)		Barbara Perry (Fincom)	
<u>Bedford Housing Partnership</u>		<u>Cable Television Advisory</u>	<u>Community Preservation</u>		
Katherine Moskos	2015			Vito LaMura [@ lg] (resn. 6/15)	2015
Ellis Kriesberg	2015			Shawn Hanegan (PB)	2015
Jean Hammond	2015			Eugene Clerkin (HA)(resn. 6/15)	2015
Irma Carter	2016	Mildred Seaborn	2015	Donald Corey (HPC)	2016
Jane Puffer (BHA)	2016	William Deen (resn. 6/15)	2015	Lori Eggert (CC) (eff. 9/14)	2016
Lisa Mustapich (PB)	2016	Scott Counsell	2015	Steve Hagan (CC) (eff. 9/14)	2016
Michael Roseberg (Sel)	2016	Eric Dahlberg (eff. 8/14)	2017	Margot Fleischman (Sel)	2016
Christina Wilgren	2017	James Shea	2017	Catherine Cordes (@ lg.)	2017
Alice Sun	2017	William Moonan (Sel)		Christina Wilgren (BHP)	2017
Kris Washington (eff. 10/14)	2017			Robin Steele (Rec)	2017

APPOINTED COMMITTEES

<u>Conservation Commission</u>		<u>Energy Task Force (Ad Hoc)</u>		<u>Historical Museum Study (ad hoc)</u>	
Allan Wirth	2015	Robert Kalantari (resn. 6/15)	2015	Michael Rosenberg (Sel)	2015
Joseph Guardino (eff. 7/14)	2015	Abigail Hafer	2015	Gaye Carpenter (HPC)	2015
Steve Hagan	2015	Brenda Kelly	2015	Francis A. Gicca (His. Society non-voting)	2015
John Willson	2016	Carolyn Sarno	2015	William Moonan (HDC)	2015
Lori Eggert	2016	Suzy Enos	2015	Angelo Colao (@ lg.)	2015
John Britton	2017	Margot Fleischman (Sel)	2015	Kara Kerwin (@ lg.)	2015
Andreas Uthoff	2017	Taissir Alani (Fac Dir)	2015	Christopher Weisz (@ lg.)	2015
Mark Siegenthaler (Sel)		Amy Faith Lloyd (PB)	2015	Linda Christen (@ lg.)	2015
<u>Constables</u>		<u>Fawn Lake (ad hoc)</u>		<u>Historic District Commission</u>	
Sheila Howard	2016	Michael Barbehenn	2015	<u>Full Members</u>	
Lewis Putney	2016	Linda Oustinow	2015	Alan Long	2016
Anthony J. Saia	2016	Bill Simons	2015	Lorrie Dunham (eff. 9/14)	2016
<u>Council on Aging</u>		John Zupkus	2015	William Moonan	2014
Mary Pine (resn. 6/15)	2015	Elizabeth Cowles	2015	Karen Kalil Brown	2015
Arthur E. Walsh (resn. 6/15)	2015	Robert "Schorr" Berman	2015	<u>Associate Members</u>	
Pauline Salter	2015	Allan Wirth (CC)	2015	Salvatore Canciello (eff. 3/15)	2016
Luigi DiNapoli	2016	Sharon McDonald (HPC)	2015	Christopher Weisz	2017
Roberta Ennis	2016	Margot Fleischman (Sel)	2015	Jeffrey Cohen (PB)	
Lenore Dichard	2017	<u>Finance Committee</u>		<u>Historic Preservation</u>	
Rosemary Dyer	2017	Barbara Perry (resn. 6/15)	2015	Daniel Silverman	2015
John Gerdes (resn. 6/15)	2017	Stephen C. Carluccio	2015	Sharon McDonald	2015
William Moonan (Sel)		David Powel (eff. 8/14)	2015	Donald Corey	2016
Sandra Hackman (PB)		Elizabeth McClung	2016	Gaye Carpenter	2016
<u>Cultural Council</u>		Benjamin Thomas	2016	John Linz (eff. 1/15)	2017
Virginia Parker (resn. 6/15)	2015	Thomas Busa	2016	Lorrie Dunham	2017
George Epple	2015	Paul Mortenson (eff. 8/14)	2017	Richard LeSchack	2017
Breena R. Daniell	2016	Stephen D. Steele	2017	Mark Siegenthaler (Sel)	
Susan Grieb (eff. 8/13) (resn. 8/15)	2016	Richard Bowen	2017	<u>Land Acquisition (Ad Hoc)</u>	
<u>Depot Park Advisory (Ad Hoc)</u>		<u>Fiscal Planning & Coordinating</u>		Don Cullis	2015
Joseph Piantedosi (@ lg.)	2015	Ronald Cordes (Assessors)	2015	William Speciale	2015
Roy E. Sorenson	2015	Thomas Kinzer (BOH)	2015	Richard Torti (eff. 10/14)	2015
Stuart Trout (eff. 12/14)	2015	Brian E. Bartkus (CapEx)	2015	Thomas Mulligan	2015
Richard T. Reed (Staff)		Stephen D. Steele (Fincom)	2015	Lori Eggert	2015
William Moonan (Sel)		Ben Thomas (Fincom)	2015	Daniel Puffer (eff. 7/14)	2015
		Rachel Field (Library)	2015	Caroline Fedele (Sel)	2015
		Michael McAllister (Sch. Comm)	2015		
		Bradford Hafer (Sch. Comm)	2015		
		Mark Siegenthaler (Sel)	2015		
		Michael Rosenberg (Sel)	2015		
		Jonathan Sills (Sch. Supt.)	2015		
		David Coelho (Sch. Bus.)	2015		
		Richard T. Reed (TM)	2015		
		Victor Garofalo (Fin. Dir.)	2015		

APPOINTED COMMITTEES

<u>Municipal Affordable Housing Trust</u>		<u>Trails Committee (Ad Hoc)</u>		<u>Zoning Board of Appeals</u>	
				Full Members	
Alice Sun	2015	Daniel Hurwitz	2014	Todd Crowley	2015
Christina Wilgren	2015	Harold Ward	2014	Carol Amick	2016
Irma Carter	2015	Mark Levine	2014	Angelo Colasante	2016
Lisa Mustapich	2015	Andreas Uthoff (eff. 10/14)	2014	Michelle Puntillo (eff. 8/14)	2017
Michael Roseberg (Sel)	2015	Paul Marcus	2014	Jeffrey Dearing	2017
Mark Siegenthaler (Sel)	2015	Michael Barbehenn	2014	Associate Members	
Richard T. Reed (TM)		James Weissman (resn. 6/15)	2014	Robert Kalantari (eff. 8/14)	2015
<u>Patriotic Holiday (ad hoc)</u>		Adrienne St. John (DPW)		Art Black Smith	2016
Oscar S. DePriest III	2015	<u>Transportation Advisory (Ad Hoc)</u>		Kay Hamilton	2017
Joseph Piantedosi	2015	Casey Ackerman (eff. 6/15)	2015	Margot Fleischman (Sel)	
Paul Purchia	2015	Evan Deardorff (eff. 2/15)	2015	<u>Eastern Middlesex Mosquito Control Commission</u>	
Sebastien Marcus	2015	Daniel Silverman	2015	John Zupkus	
Vincent Fay Jr.	2015	Soraya Stevens	2015	<u>Election Officers</u>	
John Monahan	2015	AnnaLisa Madison (resn. 6/15)	2015	Joan-Marie L. Freni	
Gerald Hartmann	2015	Shawn Hanegan (PB)	2015	Michelle Ferland	
Roberta Ennis	2015	Margot Fleischman (Sel)	2015	Peter Donahue	
Michael Rosenberg (Sel)		<u>Volunteer Coordinating</u>		Lucille C. Bean	
<u>Petitioners Advisory</u>		Joseph Piantedosi	2015	Barbara Kupfrian	
Patricia Leiby	2015	Patricia Carluccio	2016	Charles F. Huxsaw	
Joanna Nickerson	2015	Carol Amick	2017	Lois Chase	
Walter St. Onge (eff. 9/14)	2015	Caroline Fedele (Sel)		Marion Connarton	
<u>Recreation Commission</u>		<u>Youth and Family Services</u>		Jean M. Harrison	
Thomas Mulligan	2015	Alison Malkin	2015	Adrian Koni	
Robin Steele	2016	Thomas Pinney	2015	Rosemary M. Dyer	
Ron Richter	2016	Amy Hamilton (Recreation)	2015	Robert A. McClatchey	
Michael O'Shaughnessy	2017	Caroline Fedele (Sel)	2016	Joan B. Larsen	
Tara Capobianco (eff. 9/13)	2017	Anita Raj (BOH)	2016	John G. Clark	
Jeffrey Cohen (PB)		Jeff Wardwell (Police)	2016	Tristan Calhoun	
Caroline Fedele (Sel)		Ann Guay (Sch. Comm.)	2017	G. Kenneth Clayton	
<u>Registrars of Voters</u>		Vacancy	2017	Charlotte S. Christen	
Doreen Tremblay (Town Clerk)		Peter Ricci	2017	Nancy Daugherty	
J.W. Martin	2015			Emidio L. DiClemente	
Diane Cameron	2016			Cynthia M. Donahue	
Anita Feld	2017				

APPOINTED COMMITTEES

Election Officers (cont.)

Nancy Forrest
 Jane Gallagher-Reid
 Clive Adrian Grainger
 Carolyn Hardy
 Kathryn E. Jarvis
 Deborah L. Larsen
 Richard E. Leary
 Fatima Lomot
 Kathleen Masci
 Barbara C. O'Neil
 Phyllis S. Ohanian
 Constance C. Pespisa
 Elizabeth Salzer
 Janet Schimelfenyg
 Rita A. Sullivan
 Roberta F. Vernon
 Lee E. Vorderer
 Kelly J. Craven
 Toni Engley
 Gloria B. Moll
 Michele D. Ferland
 Patricia N. Leiby
 Kenneth T. Pruyn
 Anita Raffa
 Linda J. Christen
 Eileen L. Hansen
 Emily M. Pruyn
 A. Richard LeSchack
 Patricia Crew

Hanscom Field Advisory Committee

Mark Siegenthaler	2016
Michael Rosenberg	2017

HATS

John Willson	2015
Lisa Mustapich	2015
Michael Rosenberg (Sel)	2015

Metropolitan Area Planning Council

Sandra Hackman	2016
Margot Fleischman (Sel)	2016

MBTA District Representative

Mark Siegenthaler	2017
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Town Manager

Richard T. Reed

Assistant Town Manager

Jessica Porter

Town Counsel

Brandon Moss	2015
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Town Historian

Sharon McDonald (eff. 12/15)	2015
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Tree Warden

Roy Sorenson

Veteran's Grave's Officer

Paul Purchia	2017
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Veteran's Officer

William Linnehan (eff. 3-13)	2015
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SuAsCo River Stewardship Council

Joseph Piantedosi
 Ralph Hammond

SELECTMEN

PURPOSE

The Selectmen are the executive branch of Bedford's Town government and oversee all municipal departments and offices that serve under the leadership of Town Manager Richard Reed. These include: Bedford Local Transit, Code Enforcement, Council on Aging, Facilities (shared management with the School Department), Finance, Fire, Police, Public Works, Recreation, Town Clerk, and Youth & Family Services. These departments and offices are staffed by 144 full-time employees. There are also approximately 27 part-time employees; their hours are equivalent to 9.46 full-time positions. (These totals exclude those employees in the Recreation Department who are paid through a revolving fund.)

FY15 HIGHLIGHTS

Awards and Recognition

After having administered the National Citizens Survey in the prior fiscal year and receiving high ratings for community safety, the Town was awarded the *Voice of the People Award* for Excellence in Safety by the International City/County Management Association (ICMA) and National Research Center, Inc. (NRC). This award recognizes those communities with the highest rated services as voiced by their own residents. Winners are identified from the top-performing communities throughout the United States that conducted The National Citizen Survey.

Personnel Changes

Council on Aging (COA) Director Lori Dance resigned in January 2015 to move out of the area having worked at the COA for several years, first as Assistant Director and then as the Director. With the Selectmen's confirmation, Town Manager Reed appointed Alison Cservenschi as the new Director. She assumed her duties in early May.

Town Officers

In March 2015, Selectman Margot Fleischman was re-elected for her second three-year term.

At the end of the fiscal year, Town Counsel Robert Mangiaratti announced that he would not be seeking re-appointment as Town Counsel since he was leaving the firm of Murphy Hesse Toomey & Lehané to become the employed City Solicitor of the City of Attleboro. Town Counsel Mangiaratti served the Town well since being originally appointed in December 2011.

Record Winter

Beginning in late January for a period of about four weeks, the area experienced record snowfall levels. Four successive storms occurred, each about a week after the other. The accumulation of snow was so much that the Governor declared a State of Emergency and outside resources from other states in the northeast were enlisted to help the area recover from the accumulated snow. The Massachusetts Emergency Management Agency chose Bedford as the location to stage and coordinate the outside resources that were deployed daily throughout eastern Massachusetts to help the state and its municipalities recover. Bedford made it through this ordeal considerably better than many area communities because of the excellent service provided by the Town's Public Works and Facilities Departments. Many residents suffered damage in their own homes from the build-up of snow and ice on roofs.

Water/Sewer Improvements

During FY2015, improvements to the Town's water and sewer infrastructure continued.

The number of positive tests for total coliform bacteria continued to decline from the previous few years. This was due in part to the Town continuing to clean and reline older water

SELECTMEN

mains in the community in an effort to eliminate the conditions that foster bacterial growth. The Shawsheen Road & Page Road Water Main Cleaning and Relining was finished during the summer of 2014. In the late spring of 2015 another cleaning and relining project was initiated on Loomis Street, Railroad Avenue, and parts of South Road. The Town has established a long term plan to clean and reline water mains that are the oldest in the community.

Since the catastrophic failure of the Bedford Street (Lexington) sewer force main occurred in January 2014, the Town has been working towards its repair and restoration. Although a significant portion of this sewer force main is located in the Town of Lexington, this sewer force main belongs to the Town of Bedford and serves as Bedford's sole connection to the MWRA Sewer System. In September 2014, work began to reline a portion of the sewer force main from Westview Cemetery in Lexington to the Eldred Street in Lexington and was completed by January 2015. In the Spring of 2015, work resumed on the portion of the main from Eldred Street, then under Interstate 95, and ending at Hancock Street in Lexington where the force main connects to the MWRA Sewer System.

Athletic Fields & Recreational Facilities

In September 2014 the Selectmen voted to establish athletic field permit fees to be used to offset maintenance costs for the fields. The following month, the Selectmen awarded a contract to Beals & Thomas to study Springs Brook Park and propose plans for the improvement of this summer swimming facility. Also, the Selectmen advanced plans to develop natural turf fields at 9 Mudge Way/7 Liljegren Way by awarding a design contract to Symmes Maini & McKee Associates in February 2015. At the end of the FY2015, the Selectmen awarded a contract for the replacement of the Sabourin Athletic Field lights.

Bicycle/Pedestrian Master Plan

In August 2014, the Selectmen awarded a contract for consulting services to Toole Design LLC for completing a Pedestrian and Bicycle Master Plan for the Town. Work on drafting the plan was underway throughout the year with a number of opportunities for the public to contribute their ideas and establish priorities for the plan.

Coast Guard Housing

The Selectmen continued to be interested in the future of the vacant 5.4 acre property on Pine Hill Road that was formerly the site of the Coast Guard Housing. In Fall 2014, the Coast Guard was informed that the Town would like to partner with the Coast Guard in the sale and redevelopment of the property. The Coast Guard tentatively agreed to partner with the Town. Town staff proceeded with the development of a Request for Proposals for the redevelopment of the property. Town boards and committees participated in the review of this document in Winter 2015. The Town, through its Municipal Affordable Housing Trust, commissioned an appraisal of the property in order to inform its planned discussions with the Coast Guard.

Museum Study Committee

During FY2015, this Committee continued its work to evaluate the feasibility of creating a local historical museum. As the year closed, it was expected that the Committee would soon be presenting its findings to the Selectmen.

Advanced Life Support Service

Over the first few months of FY2015, Fire Chief Grunes and Finance Director Garofalo presented a plan for establishing advanced life support service through the Town's Fire Department, as opposed to reliance on contracted services. The Selectmen and Finance Committee endorsed the plan, and amendments to the FY2015 operating budget were made at the November 2014 Special

SELECTMEN

Town Meeting, allowing the plan to be implemented later in the year. In June 2015, the first three paramedics had been hired by the Town and began training to become firefighters.

Charter Review Committee

In accordance with Section 9-14 of the Town of Bedford Charter, the Charter is reviewed every five years. The Charter Review Committee formed by the Selectmen in FY2014 to conduct this periodic study completed their work in October 2014 recommending amendments to the Charter. These proposed amendments were included by the Selectmen on November 2014 Special Town Meeting Warrant. All but one of the proposed Charter Amendments were approved by the Special Town Meeting; those approved were subsequently approved at the Annual Town Election in March 2015.

Other Activities & Projects

Over the course of the fiscal year, the Selectmen continued their consideration of several options for an on-road connection to the Minuteman Bikepath Extension along Railroad Avenue. Input was received from both the residents and businesses in the Railroad Avenue area. In May 2015, the Selectmen decided to advance the design of a shared-use path for both bicycles and pedestrians, adjacent to and on the south side of a reconstructed Railroad Avenue.

Also over the entire fiscal year, reconstruction of School Way/Elm Street/Maple Street and the replacement and modernization of the Great Road/South Road Signal Installation was underway. This much needed project resulted in improved pedestrian access between the municipal campus and Town Common, as well as provided defined parking areas on School Way.

In August 2014, the Selectmen entered into an agreement with the Middlesex Community

College to assign one Bedford Police Officer on weekdays to the Bedford Campus of the college. The college agreed to reimburse the Town for the cost of the officer. This innovative agreement will allow the college to have the presence of a uniformed law enforcement officer on its campus without the need to establish its own campus police department.

Utilizing grant funds from the Massachusetts Historical Commission matched with an appropriation of Community Preservation funds, the exterior restoration of the Depot Station building to its original 1870s appearance was substantially completed in September 2014. The project included an addition of an accessible entrance ramp to make the first floor of the historic structure fully accessible. By Spring 2015, all spaces within the Depot had been fully leased, making it possible for the Town to annually operate the Depot and nearby Freight Shed without an operating budget impact.

The Town's participation in the Middlesex 3 Coalition continued to be very fruitful in advancing the Town's own economic development goals. Working jointly with the other municipal governments, educational institutions and the business members of the M3 Coalition, a transportation management association (TMA) was launched in September 2014. The TMA began rush hour shuttle van service between the Alewife T station and businesses on Crosby Drive. Over the course of the fiscal year, ridership on the shuttles grew significantly. Also in FY2015, the Town has continued to support, with the Town of Lexington, a similar shuttle service on Hartwell Avenue (Lexington) and Wiggins Avenue (Bedford).

In January 2015, The Selectmen received the results of a Town-wide Communications Study establishing a master plan to meet the Town's

SELECTMEN

communications needs. The plan called for the interconnection of all Town and School buildings, fostering voice, data and public safety communications more efficiently over the network and meeting the present-day technology needs of the Town.

Other

The Town of Bedford is grateful to the over 150 volunteers who serve on boards, committees, commissions and task forces. The Selectmen extend their sincere thanks to all of the staff and volunteers who work tirelessly throughout the year to make Bedford a wonderful community in which to live and conduct

business.

The Selectmen encourage all residents to visit the Town's web site, www.bedfordma.gov and welcome input. Questions or concerns can be emailed directly from the Selectmen's web page, www.bedfordma.gov/selectmen. To send an email to an individual Selectman, click on that Selectman's name; to contact all the Selectmen, click on "Board of Selectmen" at the bottom of the page.

To follow the Town of Bedford on Facebook go to www.facebook.com/BedfordMA or enter "Town of Bedford, MA" into the Facebook search box.

FINANCIAL SERVICES

Board of Assessors

Ronald M. Cordes, *Chair*
R. Bruce Murphy, *Clerk*
Zoe Pierce, *Member*

PURPOSE

Governed by provisions found mostly in Chapter 59 of the Massachusetts General Laws, the elected three-member Board of Assessors is obligated each year to appraise all real and personal property within the Town at its full and fair value as of January 1, for the purpose of *ad valorem* taxation. Accordingly, the assessors and their staff develop and maintain extensive records to catalogue and appraise all property within the Town. As a result, the Assessing Department must:

- Maintain legal, physical, and sales data for each property and continuously verify and update the property records to maintain the integrity of the data.
- Verify all property sales to identify the conditions of the sale and the characteristics of the property at the time of the sale, and analyze the sales data to quantify market trends.
- Discover and analyze such local and regional economic data as the cost of land acquisition, development, and construction, as well as the prevailing commercial/industrial market rents, vacancy rates, and landlord/tenant expenses.
- Monitor all building permits, subdivisions, condominium conversions, and zoning changes.
- Conduct a cyclical re-inspection program to ensure that each property is periodically re-inspected so that data quality is constantly monitored and maintained.
- Maintain accurate tax maps and

coordinate their digital integration with the parcel-based data. Inventory and value all items of taxable personal property within the Town.

- Implement effective mass appraisal methodologies to determine property value and apply the methodologies consistently and uniformly throughout the Town.

The legislature allows communities to set multiple tax rates through the process of classification. The responsibility for establishing separate tax rates for the residential, open space, and commercial/industrial/personal property classes lies not with the assessors, however, but with the Selectmen. This decision is made in November at the annual classification (public) hearing, at which the Board of Assessors provides data demonstrating the effect of various classification scenarios on the tax rates and distribution of the tax burden among the property classes.

The management of abatements and appeals is also a large part of the work performed by the assessors to ensure fairness and equity in the property valuations. In FY2015, 58 real and personal property abatement applications were filed by tax-payers and were acted upon by the assessors. The assessors are responsible for granting personal exemptions and CPA surcharge exemptions. The Assessing Department also administers the motor vehicle excise tax, a significant source of revenue for the Town.

EMPLOYEE STATISTICS

Full-time employees: 3

Part-time employees: 1

FINANCIAL SERVICES

Board of Assessors

FY15 HIGHLIGHTS

Fiscal Year 2015 was Bedford's triennial revaluation year. Every three years the Massachusetts Department of Revenue (DOR) Bureau of Local Assessment conducts a detailed analysis of the data quality and methodologies used by the Assessing Department in order to ensure that values in the Town have been assigned fairly and equitably. While values are updated annually and require DOR approval every year, certification years provide a much more in-depth review.

Other major functions of the Assessing Department remain constant from year to year. These include: on-going inspections of real estate and personal property accounts, administration of real estate tax exemptions and motor vehicle abatements, and general service to the public for all assessment-related matters.

In FY15 the Board of Assessors changed the frequency with which we determine the valuation of commercial/industrial personal property (CIPP). In the past we revalued approximately one-third of the CIPP tax base each year. Based on the recommendation of Associate Assessor Poulos, we contracted with an outside company to revalue the entire CIPP tax base in one year. The result was an immediate increase of some \$40 million in CIPP value, resulting in an additional \$2 million in New Growth revenue. This new revenue helped ease the tax burden on individual homeowners. Based on this result, the Board voted to continue revaluing the entire CIPP tax base every year.

FY15 also saw the departure of Associate Assessor Steve Poulos. The Board extended Mr. Poulos its heartfelt thanks for his service to the

Town and its warmest wishes for his success in his new position.

Dedicated and competent office staff makes the functioning of the Assessing Department possible on a daily basis. Our staff includes Mary Morris, who brings over 30 years assessing experience, Susan Macaluso, who joined the staff in September 2012 as the Assistant Assessor, and Cheryl Draper, who joined in March of 2013. Everyone is working hard to provide excellent customer assistance and to maintain the high integrity of our database.

FY14 / FY15 DATA COMPARISONS

Valuation by Class	FY 14	FY15
Residential	\$ 2,277,053,784	\$ 2,481,147,650
Open Space	\$ 1,655,600	\$ 1,504,000
Commercial	\$ 238,547,547	\$ 261,843,995
Industrial	\$ 267,781,100	\$ 299,696,982
Personal Property	\$ 78,584,090	\$ 112,899,300
Total Valuation	\$ 2,863,622,121	\$ 3,157,091,927

	FY14	FY15
Property Tax Abatement Applications Filed	57	58

FINANCIAL SERVICES

Board of Assessors

Tax rates per \$1,000 of Assessed Value

	FY 14	FY 15
Residential	\$ 15.71	\$ 14.62
Open Space	\$ 11.78	\$ 10.94
Commercial/Industrial/ Personal Property	\$ 34.04	\$ 32.12

Betterments—Leins

	FY14	FY 15
Sewer with committed interest	\$865.32	\$ 600.00
Water Liens	\$96,671.26	\$ 0.00
Sewer Liens	\$123,268.30	\$ 0.00
Total Betterments and Liens	\$220,804.88	\$ 600.00
Motor Vehicle Excise Tax Committed	\$2,049,796.12	\$ 2,023,248.00

	FY14	FY 15
Total Taxes	\$55,702,447.48	\$57,953,854.00

FY16 PROJECTIONS

In Fiscal Year 2016 we will welcome aboard our new Associate Assessor, Mr. Alan Ferguson. Mr. Ferguson comes to Bedford after many years of service both in Town Assessor Departments and with the Department of Revenue. The Board looks forward to working with him to maintain and improve our high quality of service.

The Assessing Department will continue to conduct a detailed analysis of the data quality and methodologies used in order to ensure that values in the Town have been assigned fairly and equitably. The Assessing Department will continue with on-going inspections of all real estate and personal property accounts, administration of real estate tax exemptions and motor vehicle abatements, and general service to the public for all assessment-related matters.

FINANCIAL SERVICES

Finance Department

Victor Garofalo, *Finance Director, Treasurer & Collector*

PURPOSE

The Finance/Administrative Services Department has organizational responsibilities for the following functions:

- Accounts payable for all departments.
- Preparation of all Town and School payrolls.
- Cash flow and investment management for all funds.
- Debt budgeting, management, preparation, and coordination of municipal bond sales; make presentations to bond rating agencies.
- Preparation and dispersal of all financial statements to federal and state agencies.
- Ensure compliance with all Town, state, and federal financial regulations.
- Coordination and assistance to independent auditors.
- Benefits and worker's compensation management in conjunction with Human Resources.
- General insurance and worker's compensation budgeting and management.
- Financial management and forecasting.
- Real estate and personal property tax billings and collections.
- Motor vehicle billings and collections.
- Water and sewer revenue collections and receiving other departmental revenue turnovers.
- Coordination, planning, and maintenance of information system technologies and initiatives for Town departments.
- Tracking and reporting of capital assets to ensure compliance with accounting standards.

- Tracking and reporting of all Community Preservation Fund activity.
- General office supply purchasing for all Town departments.
- Processing and monitoring Town department mail and mailing expenses.
- Provide technical assistance to various Town boards and committees.

EMPLOYEE STATISTICS

Full-Time employees: 9

Part-Time employees: 1

FY15 HIGHLIGHTS

For the eleventh consecutive year, the Finance Department is pleased to report that the Certificate of Achievement for Excellence in Financial Reporting (CAFR) was awarded to the Town by the Governmental Finance Officers Association of the United States and Canada (GFOA) for the Town Comprehensive Annual Financial Report for the fiscal year ending June 30, 2014.

Standard & Poor's affirmed our AAA rating, which was first received in 2006. This rating is the absolute highest available and is an indication of the caliber of our credit. This ensures that we will receive the lowest possible interest rate whenever the Town has a bond sale. The Finance Department has also in the past been able to refinance some of its bonds, saving the Town over 2.5 million dollars over five years.

On an ongoing basis throughout fiscal year 2015, the Finance/Administrative Services Department continued to implement, enhance, and expand operational efficiencies and services, both internally and throughout all Town departments. Some of these activities and accomplishments included:

FINANCIAL SERVICES

Finance Department

- Continued refinement of all Governmental Accounting Standards Board (GASB) and Department of Revenue (DOR) financial reporting requirements, as well as the automation of many processes.
- Refinement of all the financial forecasting and modeling tools.
- Continue to refine the Town internal report for Departments, Boards and Committees.
- Upgraded Town Payroll System.
- Starting the upgrade of the Utility Billing system.
- We have one of the best commitment-to-collection ratios of real estate and personal property taxes of any community in Massachusetts by continuing to follow its internal collection procedures. Collections are at 99.9%.
- FY2015 Town Audit found the Town Financials in full compliance.
- Upgraded and enhanced the Six Year Capital Plan financing.
- Upgrade and enhanced the Community Preservation budgeting and 6 year plan.
- Closed books on a timely basis and Town audit and free cash certified on a timely basis.
- supported XP computers.
- Programmed virtual private networks (VPN) in network switches for new projects.
- Participated in Town-Wide Communications study development.
- Setup new server in Police Department to accommodate increased needs.
- Implemented new document management system.
- Reviewed wiring needs and prepared in general for town-wide communications plan.
- Created new Public Works server for backup.
- Moved computers in Town Hall renovation.

FY15 Technology Projects

- Installed new storage array and migrate data after old system failure.
- Configured server and set up users for new payroll system.
- Configured server and trained for new records management software.
- Expanded IT equipment and project requests for new Capital Expenditures process.
- Requested quotes and information for web-hosted email project.
- Continued replacement of no-longer-

FY16 Technology Projects

- Implement additional security features including network monitoring server.
- Configure redundant Internet connection for improved service.
- Assist in new and utility billing software implementation.
- Transition email to an external, hosted service.
- Install new firewall and move old firewall to Police Department.
- Reorganize and update IT operations documentation.
- Complete Technology Plan and IT policies.
- Support Town Communications project implementation.
- Install second storage array and setup replication.
- Switch virtual environment to VMware software.
- Continue roll-out of the Laserfiche document management system.

FINANCIAL SERVICES

Collections and Unpaid Balances June 30, 2015

		Uncollected 6/30/2014	Commitments & Adjustments	Abatements & Adjustments	Adjusted Collectable	Transfer to Tax Title/Deferral	Collections	Refunds	Uncollected 6/30/2015
<i>Real Property</i>									
Real Estate	FY15	0	54,365,323	(219,338)	54,145,985	(34,585)	(53,634,847)	89,947	566,500
	FY14	368,363	0	(6,909)	361,454	(3,052)	(358,045)	9,740	10,096
	FY13	4,370	0	(6,065)	(1,695)	(1,662)	(2,708)	6,065	0
Personal Property	FY15	0	3,626,326	(40,498)	3,585,827	0	(3,598,935)	46,116	33,008
	FY14	14,154	0	(825)	13,329	0	(11,548)	0	1,781
	FY13	7,536	0	0	7,536	0	(5,783)	0	1,753
Prior Years		2,107	0	0	2,107	0	(1,451)	0	656
Motor Vehicle	FY15	0	1,983,729	(69,406)	1,914,323	0	(1,801,689)	13,424	126,058
	FY14	106,622	218,111	(31,690)	293,043	0	(282,931)	17,216	27,328
	FY13	23,253	0	(3,649)	19,604	0	(8,049)	2,330	13,885
	FY12	16,199	0	(543)	15,656	0	(2,725)	23	12,954
Prior Years Motor Vehicle		23,236		(851)	22,385	0	(1,238)	573	21,720
Total		565,841	60,193,489	(379,774)	60,379,555	(39,300)	(59,709,949)	185,434	815,741

FY15

Sewer CommInterest	0	600		600		(450)		150
Water Lien Added to Tax	0	78,994		78,994	(894)	(95,126)	25,320	8,294
Sewer Lien Added to Tax	0	96,834		96,834	(1,632)	(85,223)		9,979

FY14

Water Lien Added to Tax	7,789	0	0	7,789	(719)	(6,559)	0	511
Sewer Lien Added to Tax	8,962	0	0	8,962	(972)	(7,303)	0	687

Total	16,751	176,428	0	193,179	(4,217)	(194,661)	25,320	19,621
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Water/Sewer Rates

					Water/Sewer Liens			
Water	350,920	3,291,014	(116,177)	3,525,757	(54,610)	(3,054,000)	10,871	428,018
Sewer	613,188	4,331,598	(215,354)	4,729,432	(87,199)	(4,017,150)	13,315	638,398
Total	964,108	7,622,612	(331,531)	8,255,189	(141,809)	(7,071,150)	24,186	1,066,416

FINANCIAL SERVICES



CliftonLarsonAllen LLP
CLAAconnect.com

Independent Auditors' Report

To the Honorable Selectmen
Town of Bedford, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Bedford, Massachusetts, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Town of Bedford, Massachusetts' basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

FINANCIAL SERVICES

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Bedford, Massachusetts, as of June 30, 2015 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of a Matter

During fiscal year ended June 30, 2015, the Town adopted GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the related GASB Statement No. 71 *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68*. As a result of the implementation of these standards, the Town reported a restatement for the change in accounting principle (see Note 19). Our auditors' opinion was not modified with respect to the restatement.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (located on pages 14 through 24), general fund and community preservation fund budgetary comparisons and certain pension and other postemployment benefits information (located on pages 72 through 78) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Bedford, Massachusetts' basic financial statements. The introductory section, combining statements and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

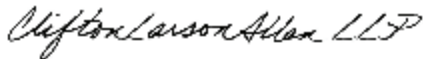
The combining statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

FINANCIAL SERVICES

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 18, 2015 on our consideration of the Town of Bedford, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Bedford, Massachusetts' internal control over financial reporting and compliance.



CliftonLarsonAllen LLP
Boston, MA
December 18, 2015

FINANCIAL SERVICES



Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

**Town of Bedford
Massachusetts**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2014

Executive Director/CEO

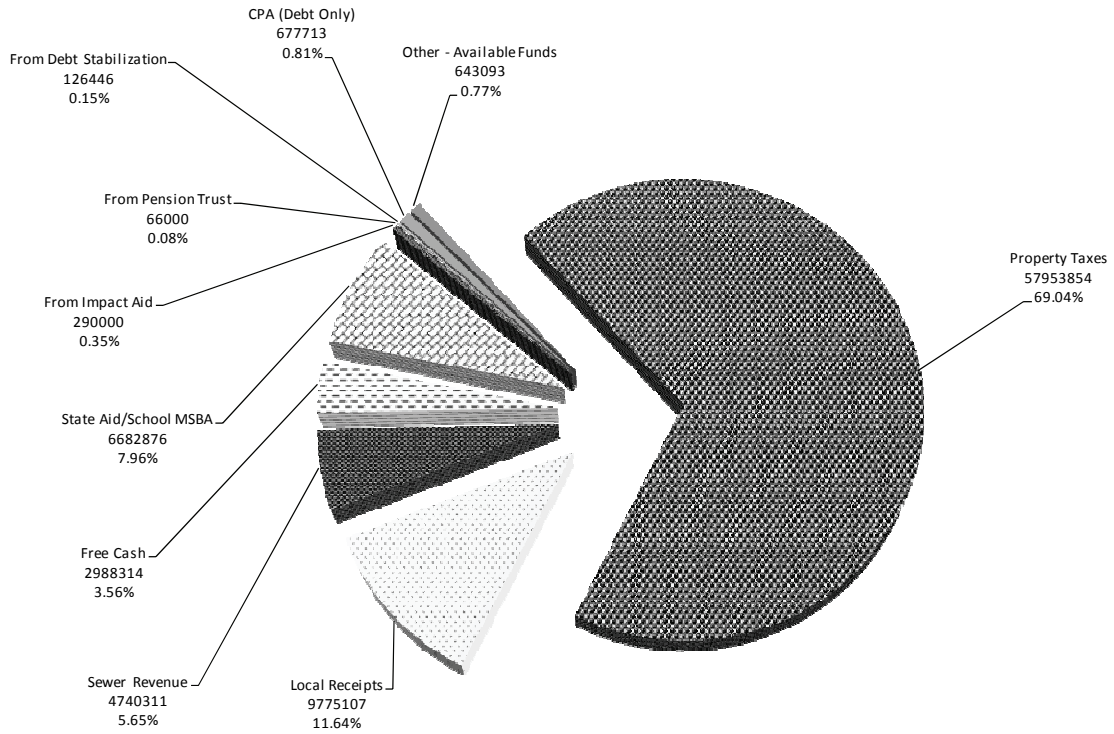
FINANCIAL SERVICES

FY2015 Revenues/Appropriations as Recommended at ATM/STM

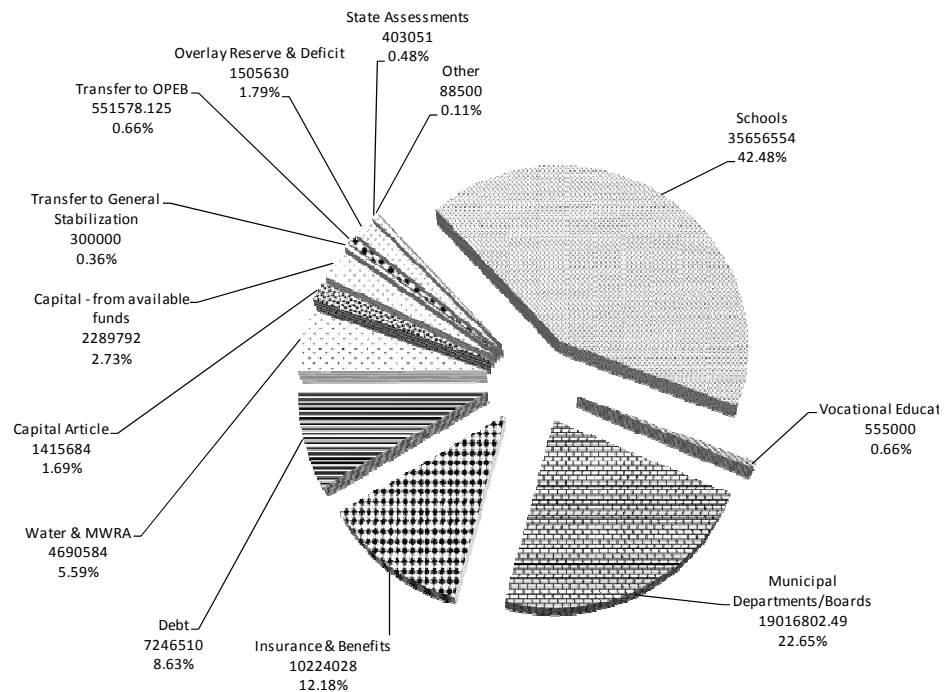
	FY2015	% of Total
<u>Revenues</u>		
Property Taxes	57,953,854	69.04%
Local Receipts	9,775,107	11.64%
Sewer Revenue	4,740,311	5.65%
Free Cash	2,988,314	3.56%
State Aid/School MSBA	6,682,876	7.96%
From Impact Aid	290,000	0.35%
From Pension Trust	66,000	0.08%
From Debt Stabilization	126,446	0.15%
CPA (Debt Only)	677,713	0.81%
Other - Available Funds	643,093	0.77%
<i>Total Revenue</i>	<u>83,943,714</u>	<u>100%</u>
<u>Expenses (Appropriations)</u>		
Schools	35,656,554	42.48%
Vocational Education	555,000	0.66%
Municipal Departments/Boards	19,016,802	22.65%
Insurance & Benefits	10,224,028	12.18%
Debt	7,246,510	8.63%
Water & MWRA	4,690,584	5.59%
Capital Article	1,415,684	1.69%
Capital - from available funds	2,289,792	2.73%
Transfer to General Stabilization	300,000	0.36%
Transfer to OPEB	551,578	0.66%
Overlay Reserve & Deficit	1,505,630	1.79%
State Assessments	403,051	0.48%
Other	88,500	0.11%
<i>Total Expenses</i>	<u>83,943,714</u>	<u>100%</u>

FINANCIAL SERVICES

FY2015 Revenues as Recommended at ATM/STM



FY2015 Appropriations as Recommended at ATM/STM



TOWN OF BEDFORD						
COMBINED BALANCE SHEET - ALL FUNDS & ACCOUNT GROUPS FOR FISCAL YEAR ENDING JUNE 30, 2015						
	General Fund	Special Revenue	Capital Projects	Ambulance Enterprise Fund	Trust/Agency Funds	Long-Term Debt Accounts
Assets						Total (Memorandum)
Cash/Investments	15,484,204	11,588,722	2,526,970	155,574	13,960,275	43,715,745
Petty Cash	1,285	0				1,285
Receivables:						
Taxes	614,158					614,158
Excise	203,742					203,742
User Charges & Liens	466,594	709,271				1,175,865
Tax Liens/Possessions	295,103	0				295,103
Special Assessments						0
Departmental	-59,745					-59,745
State/Federal Grants						0
Reserve-Uncollected Funds	1,615,231	0				1,615,231
Reserve Abatements & Exemptions	-3,135,084					-3,135,084
Deferred Revenue		-709,271				-709,271
Loans Authorized						0
Loans Authorized and Unissued						0
Amounts to be Provided for Payments of Notes						0
Total Assets	15,485,488	11,588,722	2,526,970	155,574	13,960,275	93,873,516
Liabilities						
Warrants Payable	0	0	0			0
Payroll Withholdings	1,715,301					1,715,301
Notes Payable		0	439,466			439,466
Deferred Revenue		0				0
Due to Comm. Of Mass.	0					0
Agency	0					0
Bonds Payable						
Tailings	193,155					50,156,487
Total Liabilities	1,908,456	0	439,466	0	0	52,504,409
Fund Balance/Retained Earnings						
Reserved Petty Cash	1,285					1,285
Reserved Expenditures	3,137,000		0	38,880		3,175,880
Reserved Tax Foreclose						0
Reserved Encumbrances	3,749,765	2,265,685		3,389		6,018,839
Reserved for Abate/Exemp-Overlay Surplus	0					0
Reserved Court Judgment						0
Reserved Approp. Deficit	-546,983					-546,983
Reserved for Unexpendable Trust					112,378	112,378
Reserved for Open Space		1,500				1,500
Reserved for Community Housing		1,007,068				1,007,068
Reserved for Historic Resources		0				0
Reserved for Recreation Land		0				0
Unrestricted	7,235,965	8,314,469	2,087,504	113,305	13,847,897	31,599,140
Total Fund Balance/Retained Earnings	13,577,032	11,588,722	2,087,504	155,574	13,960,275	41,369,107
Total Liabilities/Fund Balance	15,485,488	11,588,722	2,526,970	155,574	13,960,275	93,873,516

TOWN OF BEDFORD				
BALANCE SHEET - GENERAL FUND JUNE 30, 2015				
Assets			Liabilities	
Cash	15,484,204		Warrants Payable	
Petty Cash	1,285		Payroll Withholding	1,715,301
		15,485,489	Accounts Payable	
Receivables			Prepaid Tower Rentals	
Real Estate Tax 2015	566,500		Due to Comm. Of Mass.	
Real Estate Prior	10,096		Agency	
		576,596	Tailings	193,155
			Total Liabilities	1,908,456
Personal Property Tax 2015	33,008			
Personal Property Tax Prior	4,554			
		37,562	Fund Balance	
Motor Vehicle Excise 2015	126,058		Reserve for Petty Cash	1,285
Motor Vehicle Excise Prior	77,684		Reserve for Expenditures	3,137,000
		203,742	Desig Over/Under Assess	
User Charges & Liens			Reserve for Encumbrances	3,749,765
Water Rates	428,019		Res. Abate/Exempt-Overlay Surplus	
Water Liens	8,805		Undesignated/Unrestricted	7,235,965
Water Cross Conn/Sprinkler	29,770		Reserve for Tax Foreclosure	
		466,594	Res. Appropriation Deficit	-546,983
			Res. Subsequent Years	
			Total Fund Balance	13,577,032
Tax Possessions	53,769			
Tax Title	219,504			
Tax Title C1.41A	21,830		Total Liabilities and Fund Balance	15,485,488
		295,103		
Departmental				
Ambulance	0			
Miscellaneous	-59,745	-59,745		
Reserved for Uncollected				
Property Tax	2,520,925			
Provision for Tax Abatement	-3,135,084			
Excise Tax	-203,742			
User Fees/Liens	-466,594			
Tax Title/Possessions	-295,103			
Departmental	59,745			
		-1,519,853		
Total Assets		15,485,488		

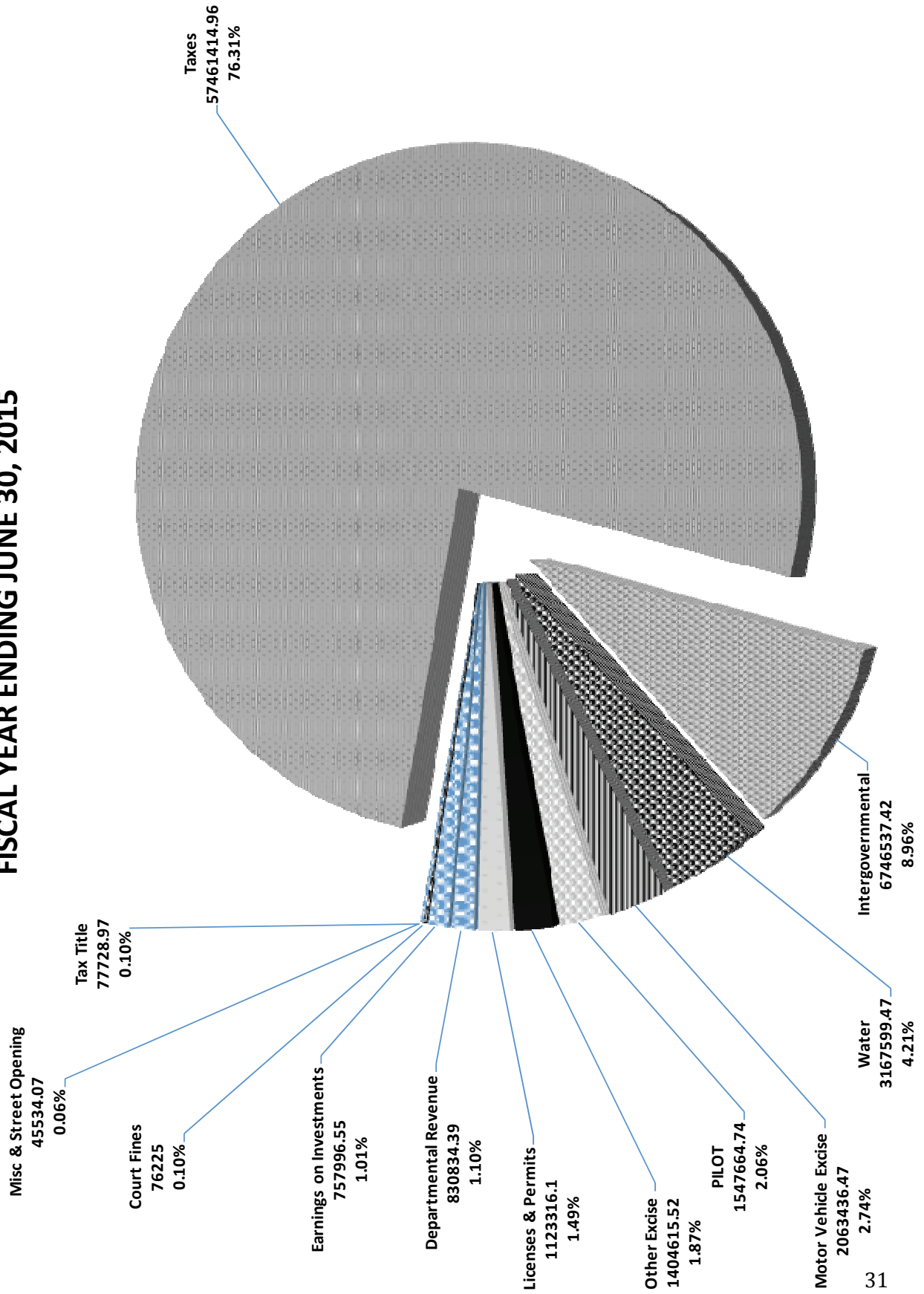
TOWN OF BEDFORD									
BALANCE SHEET - SPECIAL REVENUE JUNE 30, 2015									
	Total	School Lunch	Grants	Gifts	Perform Bond Settlement	Revolving	Sewer	Community Preservation	
Assets									
Cash	11,588,722	136,712	-561,187	614,531	18,045	1,842,995	6,235,455	3,302,171	
Petty Cash	0								
Receivables									
User Charges	709,271								
Special Assessments	0						689,841	19,430	
Amount to be Provided Through Payment of Notes	0								
Reserved Uncollected Receivables	0								
Deferred Revenue	-709,271						-689,841	-19,430	
Total Assets	11,588,722	136,712	-561,187	614,531	18,045	1,842,995	6,235,455	3,302,171	
Liabilities									
Notes Payable - BAN's	0								
Warrants Payable	0	0	0	0	0	0	0	0	
Deferred Revenue	0								
Total Liabilities	0	0	0	0	0	0	0	0	
Fund Balance									
Reserved Petty Cash	0								
Reserved for Expenditures	0								
Reserved for Encumbrances	2,265,685							2,265,685	
Reserved for Open Space	1,500							1,500	
Reserved Community Housing	1,007,068							1,007,068	
Reserved for Historic Resources	0							0	
Reserved for Recreation Land	0							0	
Unrestricted	8,314,469	136,712	-561,187	614,531	18,045	1,842,995	6,235,455	27,918	
Total Fund Balance	11,588,722	136,712	-561,187	614,531	18,045	1,842,995	6,235,455	3,302,171	
Total Liabilities/Fund Balance	11,588,722	136,712	-561,187	614,531	18,045	1,842,995	6,235,455	3,302,171	

TOWN OF BEDFORD			
BALANCE SHEET - CAPITAL PROJECT FUND - JUNE 30, 2015			
<u>Assets</u>			
Cash & Investments		2,526,970	
Loans Authorized		8,919,248	
Loans Author. & Unissued		(8,919,248)	
Amount to be Provided for Payment of BANs/GANs			
Total Assets		2,526,970	
<u>Liabilities</u>			
Warrants Payable			
Notes Payable		439,466	
Accounts Payable			
Total Liabilities		439,466	
<u>Fund Balance</u>			
Unrestricted		2,087,504	
Reserved for Expenditures			
Reserved for Encumbrances			
Total Fund Balance		2,087,504	
Total Liabilities & Fund Balance		2,526,970	

TOWN OF BEDFORD			
BALANCE SHEET - TRUST FUNDS - JUNE 30, 2015			
<u>Assets</u>			
Cash & Investments - Town		13,318,505	
Cash & Investments - Library		641,770	
Total Assets		13,960,275	
<u>Liabilities</u>			
Warrants Payable - Town		0	
Warrants Payable - Library		0	
Total Liabilities		0	
<u>Fund Balance</u>			
Reserved for Unexpendable - Town		54,040	
Reserved for Unexpendable - Library		58,338	
Unrestricted - Town		13,264,465	
Unrestricted - Library		583,432	
Total Fund Balance		13,960,275	
Total Liabilities & Fund Balance		13,960,275	

TOWN OF BEDFORD				
BALANCE SHEET - AMBULANCE ENTERPRISE FUND - JUNE 30, 2015				
<u>Assets</u>				
Cash & Investments			155,574	
Total Assets			155,574	
<u>Liabilities</u>				
Warrants Payable			0	
Accounts Payable			0	
Total Liabilities			0	
<u>Fund Balance/Retained Earnings</u>				
Reserved for Expenditures			38,880	
Reserved for Encumbrances			3,389	
Unrestricted			113,305	
Total Fund Balance/Retained Earnings			155,574	
Total Liabilities & Fund Balance/Retained Earnings			155,574	
TOWN OF BEDFORD				
BALANCE SHEET - GENERAL LONG TERM DEBT - JUNE 30, 2015				
Inside Debt Limit				
Sewer Bonds			1,545,310	
Other General Bonds			43,564,690	
Total Inside Debt Limit			45,110,000	
Outside Debt Limit				
Water Bonds			5,046,487	
Sewer Bonds				
Total Outside Debt Limit			5,046,487	
Net Funded or Fixed Debt			50,156,487	

ANALYSIS OF CASH RECEIPTS - GENERAL FUND FISCAL YEAR ENDING JUNE 30, 2015



Town of Bedford | 2015 Annual Report

TOWN OF BEDFORD			
ANALYSIS OF CASH RECEIPTS - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2015			
<u>Taxes</u>			
Real Estate	53,890,102.27		
Personal Property	3,571,312.69	57,461,414.96	
<u>Tax Title</u>	77,728.97	77,728.97	
<u>Motor Vehicles Excise</u>			
Previous Years	275,115.31		
FY 2015	1,788,321.16	2,063,436.47	
<u>Other Excise</u>			
Hotel/Motel	721,432.70		
Meals	336,451.89		
Jet Fuel	346,730.93	1,404,615.52	
<u>Departmental Revenue</u>			
Board of Selectmen - Tower Rental	167,845.36		
Board of Selectmen	11,860.02		
Finance Department	299,272.77		
Code Enforcement/ Conservation Comm	33,966.15		
Board of Assessors	1,170.00		
Town Clerk	34,105.15		
Planning Board	4,870.00		
Police Department	51,109.00		
Fire Department	31,626.03		
Board of Health			
Department of Public Works	40,215.00		
Cemetery	43,770.00		
Library	17,008.15		
School Department	94,016.76	830,834.39	
<u>Court Fines</u>			
Police Department	76,225.00	76,225.00	
<u>PILOT</u>			
Payment in Lieu of Taxes	1,547,664.74	1,547,664.74	
<u>Licenses & Permits</u>			
Board of Selectmen	66,320.00		
Town Clerk	16,462.00		
Police Department	1,950.00		
Fire Department	42,124.24		
Code Enforcement	969,879.40		
Board of Health	26,580.46	1,123,316.10	
<u>Earnings on Investments/Bond Premiums</u>	757,996.55	757,996.55	
<u>Water</u>			
Rates	3,039,714.82		
Liens	76,838.19		
Miscellaneous	51,046.46	3,167,599.47	
<u>Street Opening Permits</u>	8,055.00	8,055.00	
<u>Miscellaneous</u>	37,479.07	37,479.07	
<u>Intergovernmental</u>			
Exemptions: Elderly, Veterans, Blind, & Surviving Spouse	43,729.00		
Construction - School Projects	537,251.00		
Chapter 70	4,147,020.00		
Local Aid	1,021,449.00		
Police Career Incentive			
State Owned Land	775,325.00		
Medicaid - Special Needs	69,429.42		
Fisheries & Wildlife	22,879.00		
Veterans Benefits	129,455.00	6,746,537.42	
<u>Total</u>		75,302,903.66	

TOWN OF BEDFORD								
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2015								
	Encumbrances	Appropriations	Supplemental	Expenditures	Transfers/ Closures	PO	Carryover to	Appropriation
	Prior Year					Encumbrances	Next Year	Balances
<u>GENERAL GOVERNMENT</u>								
<u>Board of Selectmen</u>								
Salaries		456,001.00	4,436.79	459,493.42				944.37
Office		2,000.00		2,000.00				0.00
Chairman		1,500.00		1,500.00				0.00
Clerk		3,600.00		3,600.00				0.00
Other		156,689.00	-14,921.73	46,215.71				95,551.56
Expenditures				11,750.00				480.00
Expenditures-prior	12,230.00							
<u>Finance Department</u>								
Salaries		609,186.00	28,204.86	620,670.14				16,720.72
Expenditures		262,156.00	30,000.00	241,662.12		45,204.54		5,289.34
Expenditures-prior	52,378.41			29,835.64	5,000.00	12,850.32		4,692.45
Capital Outlay		35,000.00		13,962.97		21,037.03		0.00
Capital Outlay-prior	8,347.00			7,992.67		354.00		0.33
<u>Finance Committee</u>								
Expenditures		1,614.00		204.00				1,410.00
Reserve Fund		625,000.00	-564,522.44					60,477.56
<u>Board of Assessors</u>								
Salaries		200,056.00	5,154.43	183,792.86				21,417.57
Office		4,800.00		4,800.00				0.00
Assessors		60,210.00		46,329.51				13,880.49
Expenditures								
Expenditures-prior								
<u>Town Counsel</u>								
Special Legal Services		183,768.00		94,922.94				88,845.06
Expenditures		128.00						128.00
<u>Town Clerk</u>								
Salaries		184,474.00	6,097.16	186,916.66				3,654.50
Salaries / Stipends		310.00		154.92				155.08
Expenditures		24,654.00		14,378.10		9,668.54		607.36
Expenditures-prior								0.00
<u>Elections/Registrations</u>								
Personnel Costs		31,953.00		32,003.00				-50.00
Stipends		1,350.00		1,300.00				50.00
Expenditures		17,150.00		15,368.80				1,781.20
Expenditures-prior								0.00
<u>Planning Board</u>								
Salaries		173,349.00	7,441.73	180,670.04				120.69
Expenditures		3,450.00		3,361.46				88.54
Expenditures-prior								0.00

TOWN OF BEDFORD									
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2015									
Articles	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers/ Closures	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
Insurance / Benefits		10,226,483.00	-2,455.00	9,488,269.31				735,758.69	
Insurance / Benefits-prior	150,000.00			21,908.75				128,091.25	
A3 B/14 FY13 Audit & Services	19,876.74			19,876.74				0.00	
A3 B/15 FY14 Audit & Services			61,000.00	34,628.26				26,371.74	
A 16-01/10 Middlesex Tpk Mitigation	28,142.55							28,142.55	
A 14-08/12 Computer Server & Equipment	280.44			280.44				0.00	
A 23/09 Design BHS Synth Turf Fld	2,135.00							0.00	
A 25/11 Salary Plan Addtl Funding	5,076.06					2,135.00		5,076.06	
A 23/13 Salary Plan Addtl Funding	885.00		-885.00					0.00	
A 27/14 Salary Plan Addtl Funding	147,030.00		-147,030.00					0.00	
A 26/15 Salary Plan Addtl Funding			147,239.93					147,239.93	
A 13-06/13 Finance Info Sys Repl	1,692.00			1,692.00				0.00	
A 13-07/13 Town Clerk Electr Rcd Mgmt	10,250.00			9,750.00	500.00			0.00	
A 13-18/13 Town Info Sys-Security Audit/Enhanc	4,150.00					4,150.00		0.00	
A 13-22/13 Capital Asset Software	371.72			371.72				0.00	
A 20-04/14 Fin Netwk Equip&Serv Update	1,599.00				16.49	1,582.51		0.00	
A 20-09/14 Financial Sys Software Expan	5,000.00					5,000.00		0.00	
A 20-18/14 Finance Email Archival Sys	7,500.00			7,500.00				0.00	
A 17-08/15 Finance Network & Server Equipment			22,000.00	8,309.84		11,652.45		2,037.71	
A 17-10/15 Finance-KVS Software Development			15,000.00	625.00		6,375.00		8,000.00	
A 17-12/15 Finance-Photocopier Repl			5,200.00			1,120.00		4,080.00	
A 17-22/15 IT/FinDPW Fiber Connect			36,000.00					36,000.00	
Total General Government	456,943.92	13,264,881.00	-362,039.27	11,796,097.02	5,516.49	121,129.39	0.00	1,437,042.75	
PUBLIC SAFETY									
Police Department									
Salaries		3,252,756.00	36,053.37	3,288,800.39				8.98	
Expenditures		136,657.00	475.00	135,213.40				1,918.60	
Expenditures-prior	7,715.06			6,888.59				826.47	
Capital Outlay / Equipment		14,473.00		14,473.00				0.00	
Capital Outlay / Equipment-prior								0.00	
Fire Department									
Salaries		1,947,605.00	5,920.12	1,952,153.72				1,371.40	
Expenditures		129,215.00		126,741.93				2,473.07	
Expenditures-prior	686.09			686.09				0.00	
Capital Outlay		18,476.00		18,476.00				0.00	
Capital Outlay-prior								0.00	
Code Enforcement									
Salaries		418,701.00	11,338.82	411,798.30				18,241.52	
Expenditures		34,983.00		28,605.50				6,377.50	
Expenditures-prior	325.00			305.67				19.33	

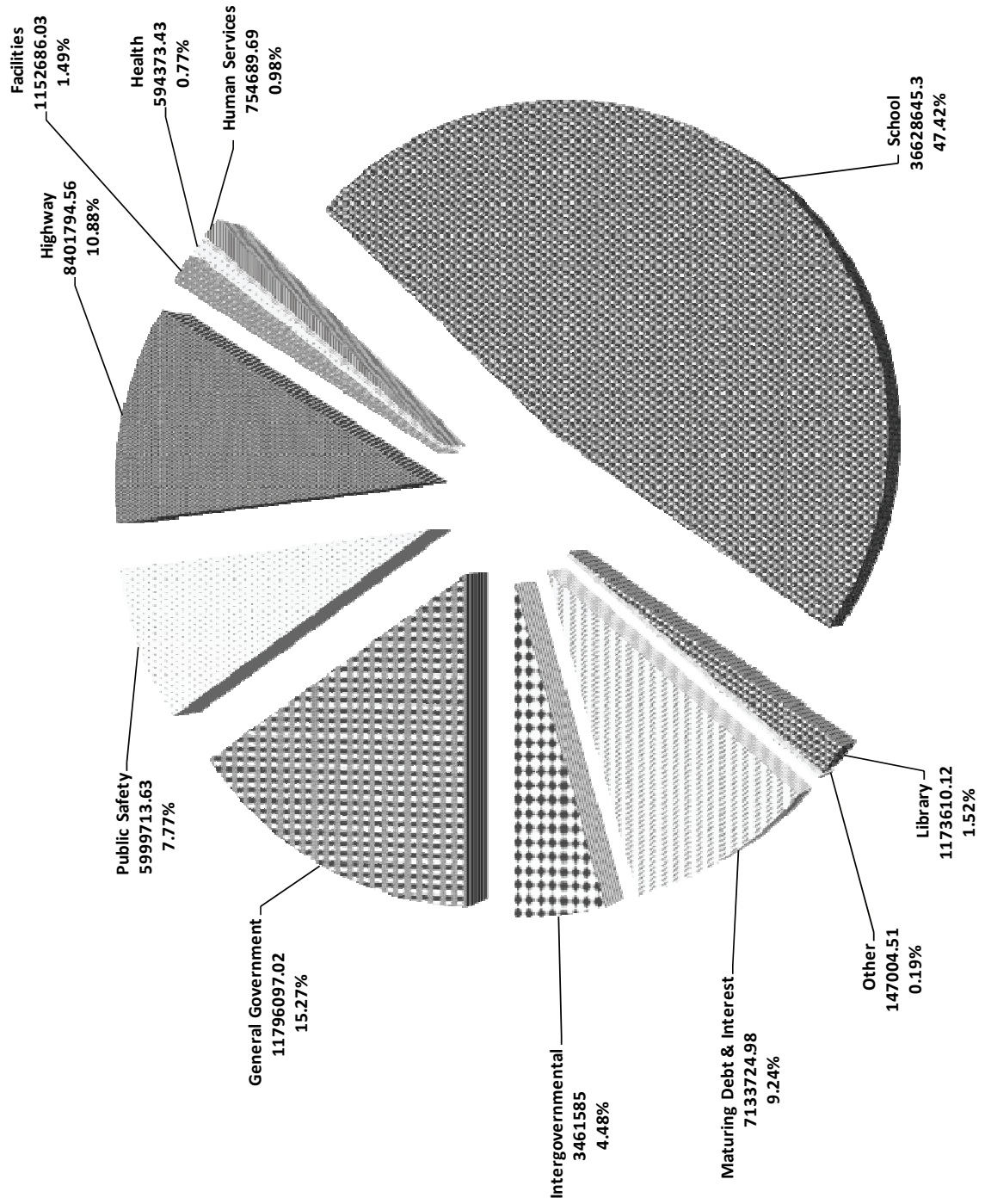
TOWN OF BEDFORD									
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2015									
	Articles	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers/ Closures	PO Encumbrances	Carryover to Next Year	Appropriation Balances
	A 13-26/13 Fire-SC Breathing Apparatus	235.00			235.00				0.00
	A 20-01/14 Police Ballistic Vests	6,000.00							6,000.00
	A 20-03/14 Fire Auto Pulse	3,176.50			1,625.04		1,551.46		0.00
	A 17-03/15-Fire-2.5" Fire Hose			9,926.00	9,926.00				0.00
	A 17-14/15 Fire-Boat and Trailer Replace			8,139.00	3,785.00				4,354.00
	Total Public Safety	18,137.65	5,952,866.00	71,852.31	5,998,713.63	0.00	1,551.46	0.00	41,590.87
	HIGHWAY								
	Department of Public Works								
	Salaries		2,708,088.00	23,139.82	2,731,227.82				0.00
	Salaries-OT Sewer Main Break								0.00
	Overtime - Snow Removal		134,640.00		185,400.23				-50,760.23
	Snow Removal Expenses		205,453.00		701,675.66				-496,222.66
	Expenditures		813,651.00		742,604.98		50,878.42		20,167.60
	Expenditures-prior	55,496.11			33,769.09		9,819.20		11,907.82
	Utilities		633,030.00	-50,000.00	495,463.46		2,500.00		85,066.54
	Utilities-prior	5,000.00			2,644.28				2,355.72
	Refuse Disposal		918,195.00		890,916.09				27,278.91
	Refuse Disposal-prior	1,689.68			1,574.77				114.91
	Water Purchase		1,600,983.00	282,021.96	1,666,995.72				216,009.24
	Water Purchase-prior	211,860.85			211,860.85				0.00
	Capital Outlay / Equipment		607,258.00		147,950.89		296,809.64		162,497.47
	Capital Outlay / Equipment-prior	79,452.27			79,452.27				0.00
	Articles								
	A 14-10/12 SBP Field Maint	16,441.00				16,441.00			0.00
	A 14-12/12 Main Sewer Station	128,000.00			739.34				127,260.66
	A 14-15/12 Sewer Pump Stations Rehab	35,000.00							35,000.00
	A 14-04/12 Road Repair	3,650.97			3,650.97				0.00
	A 14-06/12 Storm Water Regulations	55,019.96					55,019.96		0.00
	A 13-02/13 Storm Water Implem Svcs	75,305.71							75,305.71
	A 13-14/13 Apron Replace-Fire Station	13,356.00							13,356.00
	A 13-17/13 Springs Brk Pk-Spray Pk Equip	3,254.88							3,254.88
	A 13-21/13 Mun Complex Grounds Replcmt	4,569.07							4,569.07
	A 13-25/13 Water Main Leak Detection	7,125.00			7,125.00				0.00
	A 20-07/14 Vehicle/Equipment Repl	14,757.22			14,757.22				0.00
	A 20-24/14 Tree Planting Program	12,645.50							12,645.50
	A 20-26/14 Leak Detection Program	10,000.00							10,000.00
	A 20-27/14 Sewer Pump St Rep Prog	15,746.00							15,746.00
	A 17-18/15 Vehicle & Equip Replacmt			444,622.00	387,126.20				57,495.80
	A 17-28/15 Irrigation Refurbishment			53,530.00	53,530.00				0.00
	A 17-33/15 School Cap Grnds Reconst			16,441.00	16,320.00	121.00			0.00
	A 17-34/15 Water Leak Detection Prog			10,180.00					10,180.00
	A 17-35/15 Water Scada Upgrade			37,000.00					37,000.00
	A 17-36/15 Water Gate Valve Exerc Pro			94,000.00	28,802.00				67,198.00
	A 17-37/15 Sewer Pump Station Prog			112,000.00					112,000.00
	A 17-38/15 Wellfield Cleaning			40,000.00					40,000.00
	Total Highway	748,370.22	7,621,298.00	1,062,934.78	8,401,794.56	16,562.00	420,202.22	0.00	594,044.22

TOWN OF BEDFORD									
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2015									
FACILITIES	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers/Closures	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
Facilities									
Salaries		437,498.00	1,737.06	438,596.87				638.19	
Expenditures		429,673.00		354,133.42		65,659.63		9,879.95	
Expenditures-prior	30,594.94			24,027.67		1,789.33		4,777.94	
Capital Outlay		1,500.00		1,499.98				0.02	
Articles									
A 16-09/10 Town Hall MP Rm Stairs RCN								0.00	
A 16-12/10 Middle Sch Door Hdw-Gym/Aud	19,242.00				19,242.00			0.00	
A 16-14/10 Middle Sch Corr Security Doors	5,887.72				1,631.73			0.00	
A 17-06/11 Public Safety Video Server	1,415.00			4,255.99	1,415.00			0.00	
A 14-02/12-School-Capital Maintenance	2,693.45			2,662.55	30.90			0.00	
A 13-08/13 School Program Space Modification	11,785.00			11,752.27	32.73			0.00	
A 13-10/13 School Repl A/C Compressor JGMS/Davis	13,150.00							13,150.00	
A 13-19/13 Fire Station Carpet Replacement	5,657.25							2,320.42	
A 13-20/13 Police Station Flooring Replacement	6,650.85							3,794.85	
A 13-27/13 Townwide Energy Conserv/Program	2,755.52			2,856.00		3,336.83		2,755.52	
A 20-06/14 School-Classroom Reno&Space Config	100,667.41			45,627.41	55,040.00			0.00	
A 20-08/14 School-Flooring & Repainting	46,790.46			27,505.31				19,285.15	
A 20-10/14 Library Tel Sys & Vmail upgrade	20,990.00			16,872.56				4,117.44	
A 20-11/14 JGMS Intercom Sys Renewal	32,000.00							32,000.00	
A 20-20/14 VA Garage&Salt Shed Study	25,000.00							25,000.00	
A 20-23/14 Energy Efficiency Projects	337,686.00			27,272.39				310,413.61	
A 17-01/15 Lane/Davis Space Modifications			42,960.00		42,960.00			0.00	
A 17-02/15 Lane/Davis Security Modifications			61,800.00	33,227.24				28,572.76	
A 17-04/15 Fire Station-Fire Alarm Systm Renewal			18,983.00					18,983.00	
A 17-05/15 Fire Station-Overhd Door, Electric Sectional			23,434.00					23,494.00	
A 17-06/15 H.S. Server Room Upgrades			38,048.00	4,800.00				33,248.00	
A 17-07/15 Schools-Security Window Film			16,220.00					16,220.00	
A 17-09/15 Fire Station-Veh Exhaust Capture System			5,600.00	5,107.00				493.00	
A 17-13/15 DPW Bldg-Video Surveillance			27,000.00					27,000.00	
A 17-15/15 Police Station-UPS Dispatch Facility			26,665.00	17,975.53				8,689.47	
A 17-16/15 Police-Cooling Tower/Pump Renewal			53,414.00	41,978.17		2,648.03		8,787.80	
A 17-19/15 Police/Fire-Space Util Study			47,700.00	5,175.00		34,625.00		7,900.00	
A 17-20/15 JGMS Space Modifications			46,500.00	38,236.47				8,263.53	
A 17-24/15 Lane HVAC Recommissioning			48,936.00					48,936.00	
A 17-25/15 Police-Alt Emerg Operations Ctr			20,274.00	842.50				19,431.50	
A 17-26/15 Lane Custodial Equipment			9,294.00	8,920.73				373.27	
A 17-27/15 Lane Acoustic Upgrades			17,561.00					17,561.00	
A 17-29/15 JGMS Auditorium/Stage Equipment			25,400.00	1,947.39				23,452.61	
A 17-30/15 Library Mechanical Study			15,270.00					15,270.00	
A 17-31/15 Town Hall Access Cntrl Sys Expansion			8,250.00					8,250.00	
A 17-32/15 Lane Walk-In Refrig/Freezer			37,416.00	37,413.58	2.42			0.00	
Total Facilities	662,965.60	868,671.00	592,522.06	1,152,686.03	120,354.78	108,058.82	0.00	743,059.03	
HEALTH									
Board of Health									
Salaries		525,311.00	6,605.78	509,547.34				22,369.44	
Salaries-prior	7,469.28			7,469.28				0.00	
Expenditures		28,682.00		24,038.81				4,643.19	
Expenditures-prior								0.00	
Hazardous Waste		15,196.00		15,196.00				0.00	
Services - Animal & Pest Control		38,123.00		38,122.00				1.00	
Total Health	7,469.28	607,312.00	6,605.78	594,373.43	0.00	0.00	0.00	27,013.63	

TOWN OF BEDFORD									
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2015									
	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers/ Closures	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
HUMAN SERVICES									
Recreation Commission									
Salaries		163,323.00		152,274.48				11,048.52	
Salaries-Prior	1,801.72			1,801.72				0.00	
Expenditures								0.00	
Council On Aging									
Salaries		167,761.00	5,783.49	156,180.46				17,364.03	
Expenditures		8,407.00		8,278.54				128.46	
Expenditures-prior	151.37			151.37				0.00	
MMHC		2,756.00		2,756.00				0.00	
Capital Outlay		1,093.00		868.34				224.66	
Youth & Family Services									
Salaries		183,855.00	7,639.31	191,273.16				221.15	
Expenditures		249,038.00		190,895.37				58,142.63	
Expenditures-prior								0.00	
Bedford Local Transit									
B.L.T. Salary		58,411.00		49,926.14				8,484.86	
B.L.T. Expenditures		762.00		265.37				496.63	
B.L.T. Expenditures-prior	18.74			18.74				0.00	
Total Human Services	1,971.83	835,406.00	13,422.80	754,689.69	0.00	0.00	0.00	96,110.94	
SCHOOL									
School									
Salaries & Expenditures		35,656,554.00	353,949.44	34,943,490.14				1,067,013.30	
Expenditures-prior	835,791.61			835,791.61				0.00	
A 16-17/10 Furniture-Elementary Schools									
A 21/10 School Enrollment Proj/Space Plan (originally in Facilities)	26,594.07			17,315.38	445.99			8,832.70	
A 17-09/11 School Furniture/Equip Replacement	12,784.40			1,000.00	9,569.40			2,215.00	
A 13-05/13 High School Wireless System	13,875.90			13,875.90				0.00	
A 13-15/13 Lane School Smart Boards	5,459.05			3,535.32	1,500.00			423.73	
A 20-13/14 JGMS Network Switch Upgr	2,000.86							2,000.86	
A 20-15/14 School Photocopier Repl	1,184.56			1,060.51				124.05	
A 17-11/15 JGMS Wireless Expansion	29,520.00			10,159.33				19,360.67	
A 17-17/15 Davis Interactive Projection Equipment			160,000.00	151,264.04				8,735.96	
A 17-21/15 Lane Interactive Projection Equipment			47,500.00	46,731.03				768.97	
A 17-23/15 Schools Photocopier Replacement			25,000.00	24,371.00				629.00	
Vocational Education		545,000.00	35,051.04	580,051.04				24,501.00	
								0.00	
Total School	927,210.45	36,201,554.00	646,001.48	36,628,645.30	11,515.39	0.00	0.00	1,134,605.24	
LIBRARY									
Library									
Salaries		841,453.00	15,694.06	825,275.88				31,871.18	
Salaries-Prior	345.35			345.35				0.00	
Expenditures		355,260.00		331,822.59		666.85		22,770.56	

TOWN OF BEDFORD									
APPROPRIATION STATUS REPORT - GENERAL FUND - FISCAL YEAR ENDING JUNE 30, 2015									
	Encumbrances Prior Year	Appropriations	Supplemental	Expenditures	Transfers/ Closures	PO Encumbrances	Carryover to Next Year	Appropriation Balances	
Expenditures-prior	11,244.59			11,243.09				1.50	
Capital Outlay / Equipment		5,000.00		4,923.21				76.79	
Capital Outlay / Equipment-prior								0.00	
Total Library	11,589.94	1,201,713.00	15,694.06	1,173,610.12	0.00	666.85	0.00	54,720.03	
<u>OTHER</u>									
Historic Preservation									
Expenditures		1,281.00		584.84				696.16	
Expenditures-prior								0.00	
Town Center									
Salaries		50,758.00		50,062.82				695.18	
Expenditures		103,669.00		91,950.85		9,423.45		2,294.70	
Expenditures-prior	4,872.09			4,406.00				466.09	
Total Other	4,872.09	155,708.00	0.00	147,004.51	0.00	9,423.45	0.00	4,152.13	
<u>MATURING DEBT & INTEREST</u>									
Maturing Debt & Interest									
Maturing Debt		4,772,186.30		4,772,186.30				-0.30	
Interest		1,846,611.00	25,000.00	1,683,825.68				187,785.32	
Community Preservation Act		677,713.00		677,713.00				0.00	
Total Maturing Debt & Interest	0.00	7,296,510.00	25,000.00	7,133,724.98	0.00	0.00	0.00	187,785.02	
<u>INTERGOVERNMENTAL</u>									
Intergovernmental									
MWRA		3,089,601.00		3,089,601.00				0.00	
State Assessments		371,984.00		371,984.00				0.00	
Total Intergovernmental	0.00	3,461,585.00	0.00	3,461,585.00	0.00	0.00	0.00	0.00	
GRAND TOTAL	2,839,530.98	77,467,504.00	2,071,994.00	77,243,924.27	153,948.66	661,032.19	0.00	4,320,123.86	

EXPENDITURES GENERAL FUND FISCAL YEAR ENDING JUNE 30, 2015



TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2015					
	Balance 7/1/2014	Revenue	Expenditures	Transfers	Balance 6/30/2015
SCHOOL LUNCH					
School Lunch Program-FY2014	74,083.46		16,967.57		57,115.89
School Lunch Program-FY2015	0.00	616,120.84	536,525.12		79,595.72
Total School Lunch	74,083.46	616,120.84	553,492.69	0.00	136,711.61
FEDERAL GRANTS					
<u>General Government</u>					
ERRP-Early Retiree Reinsurance Program-Req Apr	7,919.42	0.00	0.00		7,919.42
	7,919.42	0.00	0.00	0.00	7,919.42
<u>Public Safety</u>					
Bullet Proof Vest Grant	-630.89	0.00	0.00	630.89	0.00
Bullet Proof Vest Partnership Grant (DVP)-FY2015	0.00	1,285.00	4,955.00		-3,670.00
FEMA-Flooding-Fire	3,574.79	0.00	0.00	-2,789.90	784.89
Firefighting Equipment Grant	245.43	0.00	245.43	0.00	0.00
FY2010 FEMA Assistance to Firefighters-CFDA 97.044	-1,800.00	0.00	0.00	1,800.00	0.00
FY2012 FEMA Assistance to Firefighters-CFDA 97.044	1,800.59	817.00	817.59	-1,800.00	0.00
Comm-Defined Solutions-Violence Against Women-16.58	-34,335.69	102,207.69	61,349.55		6,522.45
EMPG/MEMA FFY2012-CDFA 97.042	-2,789.90	0.00	0.00	2,789.90	0.00
FFY14 VAWA STOP-Police-Violence Ag Wmn-CFDA 165	0.00	19,162.00	19,162.00		0.00
FFY14- DOJ/VAWA-Police-Violence Against Women-CFD	0.00	66,216.46	66,545.97		-329.51
EMPG/MEMA FFY2015-CDFA 97.042	0.00	0.00	5,700.24		-5,700.24
Total Public Safety	-33,935.67	189,688.15	158,775.78	630.89	-2,392.41
<u>D.P.W.</u>					
Flooding - FEMA	145,918.46	0.00	81,589.72		64,328.74
FY15 FEMA Grant-Blizzard 1/26 to 1/29/15-CFDA 97.042	0.00		113,402.25		-113,402.25
Total D.P.W.	145,918.46	0.00	194,991.97	0.00	-49,073.51
<u>Human Services</u>					
YFS-FY14 Wellness Grant MDPH/MAPC-CFDA 93.531	-3,451.99	7,493.89	4,041.90		0.00
Total Human Services	-3,451.99	7,493.89	4,041.90	0.00	0.00

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2015					
<u>School</u>					
Impact Aid	388,750.36	203,793.05	0.00	-290,000.00	302,543.41
N.D.A.A.	35,168.61	0.00	0.00		35,168.61
14 Fed SPED 94-142 (240) Entitlement-CFDA 84.027	-89,564.04	164,954.00	75,389.96		0.00
14 Fed SPED Early Childhood (262)-CFDA 84.173	-1,313.48	2,000.44	1,373.35		-686.39
14 Fed Title IA (305)-CFDA 84.010	-895.16	8,200.00	7,304.84		0.00
14 Fed Title IIA (140)-Teacher Quality-CFDA 84.367	9,500.00	0.00	9,500.00		0.00
14 SPED Prog Improvement (274) CFDA 84.027	-2,925.60	7,627.00	4,465.26		236.14
15 Fed SPED 94-142 (240) Entitlement-CFDA 84.027	0.00	377,652.00	317,505.38		60,146.62
15 Prof Practice Innovation (213)-RTTT-CFDA 84.395A	0.00	10,464.00	19,200.00		-8,736.00
15 SPED Early Childhood Prog Improv (298)-CFDA 84.17	0.00	4,604.00	4,603.75		0.25
15 Fed SPED Early Childhood Entitlmt (262)-CFDA 84.17	0.00	9,278.96	12,252.75		-2,973.79
15 Fed Title IA (305)-CFDA 84.010	0.00	54,996.00	65,050.48		-10,054.48
15 Fed Title IIA (140)-Teacher Quality-CFDA 84.367	0.00	29,212.00	14,840.00		14,372.00
15 McKinney-Vento (310)-Homeless Educ-CFDA 84.196	0.00	10,000.00	10,000.00		0.00
15 SPED Prog Improvement (274) CFDA 84.027	0.00	2,220.00	11,593.65		-9,373.65
Total School	338,720.69	885,001.45	553,079.42	-290,000.00	380,642.72
Total Federal Grants	455,170.91	1,082,183.49	910,889.07	-289,369.11	337,096.22
STATE / MISCELLANEOUS GRANTS					
<u>General Government</u>					
Cultural Council - Arts Lottery	7,367.42	4,312.92	4,567.11		7,113.23
Primaries/Election	12,363.30	3,384.00	1,990.06		13,757.24
MA Historic Preservation Comm.	319.23	0.00	0.00		319.23
North/South Bikeway	19,920.00	0.00	0.00		19,920.00
Medicare	-25.16	0.00	-25.16		0.00
MassPort Summer Jobs Program/Conservation/Code	0.00	3,780.00	3,720.50		59.50
Bedford Depot Restoration/Repair-Mass Historical Comm	-60,650.00	90.00	53,000.00		-113,560.00
Total General Government	-20,705.21	11,566.92	63,252.51	0.00	-72,390.80
<u>Public Safety</u>					
Hazmat	4,402.39	3,376.05	5,887.54		1,890.90
S.A.F.E. Grant - Fire	4,021.21	7,218.00	8,314.32		2,924.89
Bullet Proof Vest	0.00	0.00	0.00		0.00
School Resource Officer	3,823.83	20,000.00	23,823.83		0.00
"Cert" Grant - Fire	1,035.32	0.00	0.00		1,035.32
Crosby Drive Project	5,211.96	0.00	5,211.96		0.00
FY12 State 911 DPT Training Grant-Police	57.72	0.00	57.72		0.00
FY13 State 911 Support/Incentive Grant-Police	-11,779.48	8,970.99	0.00	2,808.49	0.00
FY14 State 911 Support/Incentive Grant-Police	-25,405.28	27,609.57	0.00	(2,204.29)	0.00
FY15 State 911 Support/Incentive Grant-Police	0.00	14,277.53	35,475.00		-21,197.47
FY13 State 911 DPT Training Grant-Police	-426.31	0.00	0.00	426.31	0.00
FY14 State 911 DPT Training Grant-Police	-5,533.29	2,004.48	0.00	276.77	-3,252.04
FY15 State 911 DPT Training Grant-Police	0.00	0.00	6,718.18		-6,718.18
FY15 DMH Jail Diversion Program-Police	0.00	7,506.83	4,986.29		2,520.54
Middlesex Turnpike Fire Alarm Grant-Fire	-21,195.87	21,563.87	368.00		0.00
MCC Campus Safety Officer-Police	0.00	18,374.26	32,660.32		-14,286.06
Total Public Safety	-45,787.80	130,901.58	123,503.16	1,307.28	-37,082.10

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2015					
Facilities					
DOER - ENE 2014 Green Communities Grant-Streetlights	40,570.00	149,777.54	190,347.54		0.00
Total Facilities	40,570.00	149,777.54	190,347.54	0.00	0.00
D.P.W.					
Chapter 90	-930,752.81	930,752.80	1,096,454.68		-1,096,454.69
Recycling Grant	2,676.11	0.00	2,676.11		0.00
Underground Storage Tank	132.50	0.00	132.50		0.00
Curbside Recycling	2,423.25	0.00	111.79		2,311.46
Urban Forestry	-5,000.00	0.00	0.00	5,000.00	0.00
Mass DEP-DPW Mun Assist Host	2,457.81	58,013.21	70,915.09		-10,444.07
Solarize Bedford Brant-Mass CEC/DPW	2,200.61	0.00	500.00		1,700.61
Winter Rapid Recovery Road (WRRRP) Grant	-91,592.95	94,351.00	2,758.05		0.00
Shawsheen Cemetery-Mass Historical Commission	0.00	0.00	8,500.00		-8,500.00
Winter Recovery Assistance Program (WRAP) Grant	0.00	0.00	94,351.00		-94,351.00
Total D.P.W.	-1,017,455.48	1,083,117.01	1,276,399.22	5,000.00	-1,205,737.69
Human Services					
COA-Formula Grant	13,988.41	26,344.00	37,949.66		2,382.75
COA-Corporate Grants	4,605.19	0.00	4,605.19		0.00
YFS-Friday's Free	3,268.83	0.00	600.00		2,668.83
COA-Progress Grant	3,927.29	0.00	3,750.00		177.29
YFS-Peer Mentor Grant	3,716.02	0.00	3.98		3,712.04
YFS-FY14/15-CHNA15-Healthy Communities	13,642.99	0.00	13,642.99		0.00
Total Human Services	43,148.73	26,344.00	60,551.82	0.00	8,940.91
Health					
Smoking Cessation	4,350.47	0.00	640.00		3,710.47
Hoarding Task Force-CHNA15/2014	335.92	0.00	326.66		9.26
Emergency / Planning-Public Health	82.38	0.00	0.00		82.38
MA Assoc Health Boards Grant	360.84	0.00	0.00		360.84
MHOA-Tobacco Control Mini-Grant	20.00	0.00	0.00		20.00
Hoarding Case Management-CHNA15	7,207.25	7,500.00	4,322.49		10,384.76
Community Innovation Challenge (CIC) Grant	22,546.48	27,825.00	58,797.48		-8,426.00
Septic System/Well Audit & Outreach-Mini Grant	0.00	500.00	500.00		0.00
MA Housing-Hoarding Task Force-BOH/Y&F	0.00	497.09	581.15		-84.06
Lahey Community Collaborative Grant	0.00	5,000.00	3,032.23		1,967.77
MA EOHHS-2015 Local Public Health Mini-Grant	0.00	1,995.00	1,995.00		0.00
Total Health	34,903.34	43,317.09	70,195.01	0.00	8,025.42

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2015					
GIFTS					
<u>General Government</u>					
Pulte Homes of NE/Hartwell Farms-PERF Guarantee	10,176.70	7.71	10,184.41		0.00
16 Concord Rd/Demolition-Historic-Onivoi LLC	1,500.00	0.00	1,500.00		0.00
Bedford Community Playground	1,521.08	2.27	0.00		1,523.35
Sidewalk Construction	5,750.00	0.00	0.00		5,750.00
Gift/General	78.56	0.00	0.00		78.56
Traffic Mitigation Fee-50 Middlesex Tpk/Prev Parking Perm	29,700.00	0.00	5,000.00		24,700.00
Village at Bedford Woods	5,000.00	0.00	0.00		5,000.00
Telecom/Technical Assistance	61,833.88	0.00	55,000.00		6,833.88
Heritage Middlesex Turnpike	10,815.00	0.00	0.00		10,815.00
Criterion Municipal Svcs Study	10,000.00	0.00	0.00		10,000.00
Technology - Cable-related purposes	125,000.00	0.00	0.00		125,000.00
Planning-Criterion	89,100.00	0.00	0.00		89,100.00
Land Acquisition-W.Bedford/Concord Rd	2,553.33	0.00	0.00		2,553.33
Planning-Criterion-Economic Development	5,000.00	0.00	0.00		5,000.00
Total General Government	358,028.55	9.98	71,684.41	0.00	286,354.12
<u>Public Safety</u>					
Contrib & Donation Gun Buyback Program	700.00	0.00	200.00		500.00
Police Contribution	1,398.27	1,000.00	1,263.53		1,134.74
Gift-Police/Fire	277.73	0.00	0.00		277.73
Gift-Fire Dept	0.00	85.00	0.00		85.00
CPR Course	536.86	583.90	169.75		951.01
Anthony Busa Memorial	76.75	0.00	0.00		76.75
Total Public Safety	2,989.61	1,668.90	1,633.28	0.00	3,025.23
<u>School</u>					
SEPAC Gift - Special Education Parents' Assoc	0.00	2,426.00	1,976.00		450.00
Bedford Hockey	111.93	0.00	0.00		111.93
Football/Cheerleading-Glenn	2,047.63	0.00	0.00		2,047.63
Schools General Gift	0.00	4,350.00	2,650.00		1,700.00
High School General Gift	20,033.11	4,780.00	618.86		24,194.25
Middle School General Gift	24,779.43	0.00	3,707.98		21,071.45
Job Lane School General Gift	2,848.25	1,000.00	1,000.00		2,848.25
Davis School General Gift	4,596.91	0.00	3,395.34		1,201.57
METCO General Gift	1,744.00	0.00	0.00		1,744.00
Educational Scholarships	15,000.00	0.00	0.00		15,000.00
Thomas Nolan Make My Day Gift	1,480.00	0.00	0.00		1,480.00
FBHS Fallen Soldiers Gift	9,171.86	0.00	0.00		9,171.86
POMS Gift-Patrons of Music Students	1,135.65	760.82	1,534.00		362.47
Total School	82,948.77	13,316.82	14,882.18	0.00	81,383.41

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2015					
School					
SEPAC Gift - Special Education Parents' Assoc	0.00	2,426.00	1,976.00		450.00
Bedford Hockey	111.93	0.00	0.00		111.93
Football/Cheerleading-Glenn	2,047.63	0.00	0.00		2,047.63
Schools General Gift	0.00	4,350.00	2,650.00		1,700.00
High School General Gift	20,033.11	4,780.00	618.86		24,194.25
Middle School General Gift	24,779.43	0.00	3,707.98		21,071.45
Job Lane School General Gift	2,848.25	1,000.00	1,000.00		2,848.25
Davis School General Gift	4,596.91	0.00	3,395.34		1,201.57
METCO General Gift	1,744.00	0.00	0.00		1,744.00
Educational Scholarships	15,000.00	0.00	0.00		15,000.00
Thomas Nolan Make My Day Gift	1,480.00	0.00	0.00		1,480.00
FBHS Fallen Soldiers Gift	9,171.86	0.00	0.00		9,171.86
POMS Gift-Patrons of Music Students	1,135.65	760.82	1,534.00		362.47
Total School	82,948.77	13,316.82	14,882.18	0.00	81,383.41
Library					
Video Cassettes	0.00	0.00	0.00		0.00
General	5,638.25	8,910.33	7,067.32		7,481.26
Prabha Sridharan Ramaswamy Memorial Fund	3,982.89	200.00	1,897.64		2,285.25
Daniel Nickerson	2,968.78	2,000.00	500.91		4,467.87
Martha Hoo	0.00	0.00	0.00		0.00
Kent Stickney	0.00	0.00	0.00		0.00
Andy Zuckerman Memorial Collection	14,325.86	0.00	383.26		13,942.60
Total Library	26,915.78	11,110.33	9,849.13	0.00	28,176.98
Library Corporation					
Building Fund	214.98	-0.07	214.91		0.00
Building Fund	15.03	0.00	15.03		0.00
McDonald's Publication	1,048.28	91.00	0.00		1,139.28
Total Library Corporation	1,278.29	90.93	229.94	0.00	1,139.28
Health					
Recombinant DNA	10,000.00	0.00	0.00		10,000.00
General	2,007.25	0.00	0.00		2,007.25
Total Health	12,007.25	0.00	0.00	0.00	12,007.25

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2015					
Human Services					
COA-Gift General	0.00	5,455.00	601.03		4,853.97
COA-Gift Transportation	0.00	20,025.00	18,280.00		1,745.00
YFS-Violence Prevention Coalition	1,080.16	0.00	250.00		830.16
YFS-Progress Gift (Child / Needy)	11,839.32	1,652.00	1,000.00		12,491.32
YFS-Americas Promise Alliance	535.57	0.00	0.00		535.57
COA-Emergency Fund	10,133.41	1,000.00	2,000.00		9,133.41
COA-C/W Safe at Home Gift-Carleton Willard V	669.00	0.00	0.00		669.00
YFS-Housing Task Force-Homeless-Gift	0.00	1,129.50	480.00		649.50
Total Human Services	24,257.46	29,261.50	22,611.03	0.00	30,907.93
Other					
Public Ceremonies	33,297.18	4,085.00	0.00		37,382.18
Conservation-Jordan Gardens	655.32	750.00	500.00		905.32
Conservation-General	0.00	0.00	0.00		0.00
Recreation Commission Ice Skating	475.06	0.00	0.00		475.06
Recreation-Springs Brook Park Project	0.00	0.00	0.00		0.00
Recreation-Barbara Davis Campership	1,085.00	0.00	0.00		1,085.00
447 Concord Road Gift	0.00	0.00	0.00		0.00
Recreation-The Corner-Youth Center-Gift	50.00	0.00	0.00		50.00
Total Other	35,562.56	4,835.00	500.00	0.00	39,897.56
D.P.W.					
Gift/General	3,891.15	371.47	0.00		4,262.62
C. Midgett Memorial	755.00	0.00	0.00		755.00
Ball Field Improvement	732.51	0.00	0.00		732.51
Town Common	1,538.47	0.00	0.00		1,538.47
Cemetery Plaque	25.00	0.00	0.00		25.00
Street Trees	2,383.00	0.00	1,252.25		1,130.75
Babe Ruth Athletics	262.00	0.00	0.00		262.00
Kawalski Tree Memorial	175.00	0.00	0.00		175.00
Avalon Bay Wilson Park Study	11,147.25	0.00	11,147.25		0.00
Concord Fld Sewer Pump Station	6,288.00	0.00	0.00		6,288.00
DPW Curbing Restoration Fund	7,379.49	0.00	0.00		7,379.49
Criterion Offsite Mitigation Consult	105.28	0.00	0.00		105.28
54 Middlesex Tpk Entrance Consult Services	14,620.00	0.00	0.00		14,620.00
Bog Bridge Construction-DPW Gift	535.00	0.00	0.00		535.00
Entegris/9 Crosby Dr Sewer consult-W&S	34.19	0.00	0.00		34.19
Entegris Sewer Flow Impact	103,613.18	0.00	27,525.00		76,088.18
Frank Bauman Bench Gift	300.00	0.00	0.00		300.00
Ralph Hammond Gift	1,000.00	0.00	0.00		1,000.00
Crosby Drive Median Landscape Improvement Gift	0.00	19,500.00	3,092.49		16,407.51
Depot Park Baggage Cart Restoration Gift-Friends/Depot Pk	0.00	495.00	495.00		0.00
Total D.P.W.	154,784.52	20,366.47	43,511.99	0.00	131,639.00
Total Gifts	698,772.79	80,659.93	164,901.96	0.00	614,530.76

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2015					
PERFORMANCE BOND SETTLEMENT					
Performance Bond Settlement	18,045.00	0.00	0.00		18,045.00
Total Performance Bond Settlement	18,045.00	0.00	0.00	0.00	18,045.00
REVOLVING / RESERVED FUNDS					
<u>General Government</u>					
Penalties/Fines/Rest/Selectmen	8,420.00	0.00	0.00		8,420.00
Penalties/Fines/Rest/Power Options	11,376.12	0.00	0.00		11,376.12
Penalties/Fines/Rest/Finance	10,266.86	150.00	0.00		10,416.86
Penalties/Fines/Rest/TownClerk	16,673.35	1,993.00	0.00		18,666.35
Depot Park	57,801.52	32,048.83	30,948.96		58,901.39
Cable Television Revolving-License Fees & Misc	17,040.18	2,368.00	0.00		19,408.18
Cable Television Revolving-Qtrly PEG Access Support	0.00	207,782.79	155,750.00		52,032.79
Cable Television Revolving-PEG Access Reserve	0.00	192,564.41	44,250.00		148,314.41
Cable Television Revolving-Verizon PEG Access/Tech Ca	47,353.79	0.00	25,035.00		22,318.79
Cable Television Revolving-Comcast Cable-related Equip	75,000.00	75,000.00	0.00		150,000.00
Total General Government	243,931.82	511,907.03	255,983.96	0.00	499,854.89
<u>Finance Department</u>					
Medicare	-77.92	0.00	-77.92		0.00
Total Finance	-77.92	0.00	-77.92	0.00	0.00
<u>Public Safety</u>					
Gun Permits	2,275.00				2,275.00
Gun Permits-Commonwealth's Fee	0.00	5,800.00	5,425.00		375.00
Penalties/Fines Restitution - Police	-5,393.30	9,964.19	328.89		4,242.00
IRS Revolving-Police Details	-67,212.53	527,213.18	546,292.03		-86,291.38
Penalties/Fines Restitution - Fire	2,499.18	28,319.85	28,547.71		2,271.32
IRS Revolving-Fire Details	2,788.28	65,736.48	58,628.33		9,896.43
Police OT Reimbursement	8,614.53	10,166.57	18,666.03		115.07
Liquor IDs	2,175.53	715.00	656.64		2,233.89
Fire Dept Insurance Rev Under \$20K-CH44/53(2)	10,739.92	9,523.95	17,797.05		2,466.82
Total Public Safety	-43,513.39	657,439.22	676,341.68	0.00	-62,415.85

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2015					
<u>School</u>					
BPS-Summer School Online	3,523.39	4,600.00	7,410.00		713.39
Adult Practical Arts	10,958.14	0.00	0.00		10,958.14
Athletic Revolving	48,809.63	24,692.00	51,465.33		22,036.30
IRS Revolving	-1,009.25	0.00	2,016.88		-3,026.13
Lost Books CH 88	8,561.36	1,981.02	80.50		10,461.88
School Rental-Adult/Continuing Ed (MGL 71/71E)	185,684.40	82,187.49	128,586.77		139,285.12
Vandalism	750.98	0.00	0.00		750.98
Meal Tax	57.09	595.18	658.13		-5.86
School Insurance Rev Under \$20K-CH44/53(2)	-6,265.18	3,347.99	-2,917.19		0.00
Penalties/Fines/Restitutions	4,459.81	75,251.70	55,972.64		23,738.87
E-Rate Reimb.	55,773.49	16,296.96	38,800.00		33,270.45
Recycling Product Refunds	804.26	54.00	0.00		858.26
High School Nursery Program	39,013.94	94,514.05	65,002.76		68,525.23
Total School	351,122.06	303,520.39	347,075.82	0.00	307,566.63
<u>Library</u>					
IRS Revolving	1,953.90	2,250.00	1,875.00		2,328.90
Library Revolving	47,298.50	12,087.84	26,644.33		32,742.01
Total Library	49,252.40	14,337.84	28,519.33	0.00	35,070.91
<u>Agency</u>					
Sporting Licenses	591.55	0.00	0.00		591.55
Total Agency	591.55	0.00	0.00	0.00	591.55
<u>Facilities</u>					
Energy Revolving Fd/Utility Incentives	2,370.00	4,828.00	0.00		7,198.00
Facilities Insurance Rev Under \$20K-CH44/53(2)	-6,866.18	10,520.86	2,082.37		1,572.31
Penalties/Fines/Restitutions	-4,824.88	11,700.00	6,700.00		175.12
Old Town Hall/Town Center Facilities Revolving Fund	10,406.43	113,454.92	104,663.09		19,198.26
Total Facilities	1,085.37	140,503.78	113,445.46	0.00	28,143.69
<u>D.P.W.</u>					
Refuse Coll/Recy-Container Sales	26,849.17	15,400.00	24,460.75		17,788.42
Refuse Coll/Recy-Bags Sales	36,382.91	29,188.13	32,766.78		32,804.26
DPW Insurance Rev Under \$20K-CH44/53(2)	577.12	1,117.83	0.00		1,694.95
Penalties/Fines/Restitutions	13,146.74	45,978.38	22,371.61		36,753.51
Total D.P.W.	76,955.94	91,684.34	79,599.14	0.00	89,041.14

TOWN OF BEDFORD					
SCHEDULE OF REVENUE, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
SPECIAL REVENUE FUNDS - FISCAL YEAR ENDING 6/30/2015					
Health					
Public Health Prgms-Vac/Scr/Tst, etc	18,631.99	33,339.05	17,811.23		34,159.81
Total Health	18,631.99	33,339.05	17,811.23	0.00	34,159.81
Human Services					
Recreation Revolving	620,269.38	851,855.51	879,987.24		592,137.65
Recreation Revolving Day Camp	66,168.83	312,357.48	273,332.97		105,193.34
Recreation Revolving Teen Center/After School program	1,460.81	1,720.00	1,462.02		1,718.79
Recreation Revolving Day Care	139,508.50	793,145.29	677,699.47		254,954.32
Recreation Revolving Springs Brook	-90,045.18	266,985.91	300,051.54		-123,110.81
Recreation Revolving COA	1,033.62	37,005.50	36,989.12		1,050.00
Athletic Fields Revolving	3,281.25	18,981.00	0.00		22,262.25
Total Human Services	741,677.21	2,282,050.69	2,169,522.36	0.00	854,205.54
Other					
Conservation/Wetlands	39,119.90	8,582.00	343.04		47,358.86
Conservation By-Law Consulting	626.03	0.00	0.00		626.03
Conservation/WPA Consulting	8,172.41	12.26	0.00		8,184.67
Penalties/Fines/Restitutions-Town Ctr	607.29	0.00	0.00		607.29
Total Other	48,525.63	8,594.26	343.04	0.00	56,776.85
Total Revolving / Reserved Funds	1,488,182.66	4,043,376.60	3,688,564.10	0.00	1,842,995.16
Community Preservation					
Community Preservation-including Reserved funds	3,606,411.25	1,915,303.92	2,219,543.73		3,302,171.44
Total Community Preservation	3,606,411.25	1,915,303.92	2,219,543.73	0.00	3,302,171.44
General Government	589,096.66	523,483.93	390,842.96	0.00	721,737.63
Public Safety	-120,247.25	979,697.85	960,253.90	1,938.17	-98,865.13
School	1,638,636.69	3,901,311.84	4,025,203.88	-290,000.00	1,224,744.65
Library	165,777.07	48,943.41	68,812.23	0.00	145,908.25
Agency	591.55	0.00	0.00	0.00	591.55
Facilities	41,655.37	290,281.32	303,793.00	0.00	28,143.69
Highway / DPW	-639,796.56	1,195,167.82	1,594,502.32	5,000.00	-1,034,131.06
Human Services	871,173.99	2,421,806.22	2,344,733.35	0.00	948,246.86
Other	84,088.19	13,429.26	843.04	0.00	96,674.41
Performance Bond Settlement	18,045.00	0.00	0.00	0.00	18,045.00
Community Preservation	3,606,411.25	1,915,303.92	2,219,543.73	0.00	3,302,171.44
Total All Special Revenue	6,255,431.96	11,289,425.57	11,908,528.41	-283,061.83	5,353,267.29

TOWN OF BEDFORD					
SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE					
CAPITAL PROJECTS - JUNE 30, 2015					
	Balance 7/1/14	Bond Revenue	Expenditures	Transfers/ Other	Balance 6/30/15
A 20/04 Land & Easement	21,051.00		581.50		20,469.50
A17-18/11 Ambulance Replacement	114.54		114.54		0.00
A20-28/14 Emergency Comm Ctr	-84,159.70	504,690.00	409,267.38		11,262.92
A20-29/14 Fire Ladder Truck	0.00	905,000.00	901,615.88		3,384.12
A 3 STM 10/97 Davis School	2,595.26		0.00		2,595.26
A 5/07 HS Renovation	51,623.46		0.00		51,623.46
A 18/06 Infiltr/Inflow Reduction	524.89		0.00	-524.89	0.00
A12/08 Sewer Infil/Inflow	17.37		0.00	-17.37	0.00
A13/08 Road Resurfacing	7,795.68		7,734.14		61.54
A17-17/09 Water Standpipe Paint/P	156,459.15		14,890.00		141,569.15
A17-18/09 Shawsheen Well-Construct	1,311.00		0.00	-1,311.00	0.00
A17-09/09 Water Main Improvements	14,673.54		14,673.54		0.00
A18/09 Sewer Infil/Inflow-Impr/Study	-5,731.58		30,292.00		-36,023.58
A17/10 Sewer Infiltr/Inflow work	58,549.56		0.00	62.80	58,612.36
A14-16/12 Water Main Improvements	1,000.00		0.00		1,000.00
A15/13 Water Main Improvements	71.05		233.50	230.86	68.41
A8 STM 11/12 Water Maint Treatment	-149,635.40	155,000.00	0.00		5,364.60
A9 STM 11/12 Const/Repr School V	-1,956.90	350,000.00	348,043.10		0.00
A19/14 Water Main Improvements	18,196.69		18,196.69		0.00
A15/15 Bedford St. Swr Main Impro	99,821.00	1,421,963.42	1,727,925.33		-206,140.91
A16/15 Water Main Improvements	-10,142.76	475,000.00	475,000.00		-10,142.76
A17-39/15 DPW Dump Truck Rplc	0.00	410,000.00	405,866.00		4,134.00
A4 STM 11/12 Turf Field-HS-Install/	-455,362.24	495,000.00	7,408.00		32,229.76
A11 ATM 3.15 Bedford St. Swr	0.00				40,148.72
A 21/03 DPW Facility	26,332.54		6,045.75	-20,286.79	0.00
A 22/03 Town Ctr Facility	27,428.93		0.00	-17,953.93	9,475.00
A13 STM 11/14 TH Bldg Systems R	0.00		38,800.00	1,996,612.00	1,957,812.00
Total Capital Projects	-219,422.92	4,716,653.42	4,406,687.35	1,956,811.68	2,087,503.55

TOWN OF BEDFORD						
SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE						
TRUST & AGENCY FUNDS - JUNE 30, 2015						
	<i>Non-Exp Princ</i>	Balance			Transfers	Balance
	<i>Balance</i>	7/1/2014	Revenue	Expenditures	In/Out	6/30/2015
	<i>per Treasurer</i>					
<u>Non Expendable Trust Funds:</u>						
<u>DPW</u>						
George & Clara Blinn-Cemetery	200.00	1,806.21	35.50	0.00		1,841.71
Lillian Dutton Memorial-Cemetery	85.00	992.83	19.51	0.00		1,012.34
Emma J. Phelps-Cemetery	1,000.00	16,299.75	320.32	0.00		16,620.07
Total DPW		19,098.79	375.33	0.00	0.00	19,474.12
<u>Human Services</u>						
Goodwin Charity	2,499.00	86,142.49	1,692.87	0.00		87,835.36
Total Human Services		86,142.49	1,692.87	0.00	0.00	87,835.36
<u>Library</u>						
George & Clara Blinn	2,000.00	9,466.46	74.03	0.00		9,540.49
Edwin Brooks	4,251.00	29,761.19	232.73	0.00		29,993.92
Sarah Hartwell Bryant	25.00	1,277.66	10.01	0.00		1,287.67
Kirsten Carr	700.00	6,914.79	54.04	33.16		6,935.67
Lawrence Braverman	585.00	1,396.71	10.92	0.00		1,407.63
Fannie S. Cutler	700.00	67,808.18	1,139.81	9,098.05		59,849.94
Samuel Davis	500.00	2,875.10	22.48	0.00		2,897.58
Jeremiah Fitch	3,000.00	19,750.04	154.45	0.00		19,904.49
Wallace Gleason Webber	1,000.00	5,189.43	40.56	0.00		5,229.99
Franklin S. Lane	500.00	3,247.05	25.39	0.00		3,272.44
Lawrence	100.00	1,388.04	10.84	0.00		1,398.88
E. G. Loomis	1,000.00	2,208.31	17.27	0.00		2,225.58
William J. Niles	5,000.00	121,922.11	1,803.78	0.00		123,725.89
Fannie Wood Prescott	23,827.00	303,923.67	6,417.53	0.00		310,341.20
James Salloway	150.00	1,189.76	9.32	0.00		1,199.08
Mansur Estate	15,000.00	22,629.94	176.96	0.00		22,806.90
Total Library		600,948.44	10,200.12	9,131.21	0.00	602,017.35
<u>School</u>						
Harriet M. Mudge	14,639.00	232,963.68	4,362.82	38,414.49		198,912.01
Total School		232,963.68	4,362.82	38,414.49	0.00	198,912.01
<u>Other</u>						
Founders & Patriots	500.00	6,718.46	132.04	0.00		6,850.50
Hartwell House	35,117.00	79,847.23	1,569.17	0.00		81,416.40
Total Other		86,565.69	1,701.21	0.00	0.00	88,266.90
Total Non-Expendable Trust Funds	112,378.00	1,025,719.09	18,332.35	47,545.70	0.00	996,505.74

TOWN OF BEDFORD						
SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE						
TRUST & AGENCY FUNDS - JUNE 30, 2015						
Expendable Trust Funds:						
DPW						
Sale of Lots		835,278.60	46,459.72	24,133.06		857,605.26
Cemetery Improvement		104,642.45	22,149.13	11,394.63		115,396.95
Shawsheen Cemetery Chapel		19,690.84	386.91	0.00		20,077.75
Total DPW		959,611.89	68,995.76	35,527.69	0.00	993,079.96
Library						
William C. Britton		27,355.44	180.17	12,446.62		15,088.99
General Fund		4,367.09	2,104.20	530.25		5,941.04
A.E. Brown-Reprint		1,254.25	54.91	0.00		1,309.16
Nell Seften Stegmaier		4,389.48	34.34	0.00		4,423.82
Tirzah J. Sweet		15,663.49	111.14	2,784.63		12,990.00
Total Library		53,029.75	2,484.76	15,761.50	0.00	39,753.01
School						
Ellen A. Boynton		25,054.87	492.38	0.00		25,547.25
High School Scholarships		2,741.72	1,052.56	1,000.00		2,794.28
Marion E. Hunt Scholarship		9,918.64	194.92	0.00		10,113.56
Total School		37,715.23	1,739.86	1,000.00	0.00	38,455.09
Other						
Hanscom Area Traffic		1,470.08	28.89	0.00		1,498.97
Conservation Fund		52,292.27	1,027.25	90.00		53,229.52
Industrial Area Sewer		12,012.92	236.05	0.00		12,248.97
Stabilization Fund		2,631,497.59	55,983.99	0.00	300,000.00	2,987,481.58
Pension Fund		990,901.18	29,477.37	0.00	-66,000.00	954,378.55
Bedford Munic Afford Housing Trust		178,275.17	320,564.10	321,042.97		177,796.30
BMAHT-Condo Buydown		129,216.90	0.00	456.00		128,760.90
BMAHT-Village/Bedford Woods Foreclosure		175,446.00	0.00	0.00		175,446.00
Law Enforcement Trust-State		565.89	1,275.00	682.30		1,158.59
Law Enforcement-DEA		156,814.78	66,024.52	118,844.83	-54,589.91	49,404.56
Treasury-Law Enforcement Trust		161,192.25	1,889.28	189,204.48	59,580.11	33,457.16
OPEB Post Empl Benefits Liab Trust		3,948,462.58	287,320.97	0.00	551,578.00	4,787,361.55
Dental Claims Trust Fund		211,869.56	414,623.62	415,254.14		211,239.04
Health Claims Trust Fund		681,572.09	13,394.30	0.00		694,966.39
Bond Premium Stabilization Fund		973,824.66	17,474.06	0.00	-126,446.00	864,852.72
Seniors At Home Fund		2,144.13	42.14	0.00		2,186.27
Sick Leave Buy Back Compensation		375,850.75	0.00	20,586.66	25,000.00	380,264.09
Total Other		10,683,408.80	1,209,361.54	1,066,161.38	689,122.20	11,515,731.16
Total Expendable Trust Funds	0.00	11,733,765.67	1,282,581.92	1,118,450.57	689,122.20	12,587,019.22
Total All Trust Funds	112,378.00	12,759,484.76	1,300,914.27	1,165,996.27	689,122.20	13,583,524.96
Agency Funds-Performance Bonds						
Freedom Estates LLC		63,600.00				63,600.00
McDonough Subdivision		2,567.10				2,567.10
Selfridge Road Extension		12,500.00				12,500.00
Page Hill Lot Rel-Shandel Investments		283,000.00				283,000.00
McDonough Subdivision		82.90				82.90
Bedford Municipal Afford Housing Trust		15,000.00				15,000.00
Total Agency Funds		376,750.00	0.00	0.00	0.00	376,750.00

PUBLIC SAFETY

Fire Department

David Grunes, Fire Chief

The Bedford Fire Department was established over 185 years ago. The “Bedford Fire Establishment” was created by the Town Selectmen in March of 1828. The Fire Establishment purchased the first fire “engine” for the Town, which was a hand-drawn fire pump nicknamed the “Eagle.” The department was established to provide fire protection to the citizens of Bedford. Our mission has grown over the years with emergency medical services, hazardous material incidents, and rescues becoming integral components of our core mission. In the early 1900s, the department responded to an average of 10 fires a year; 50 years later, in the late fifties, the department was averaging 225 calls a year. We now respond to approximately 3100 incidents annually, protecting the citizens of Bedford as well as the thousands of people who enter the Town each day to work in the many commercial and industrial firms located here. The diversity of the community presents a set of challenges to the department that we strive to meet.

Mission Statement

The Bedford Fire Department is a professional and dedicated organization that is constantly evolving to meet the ever-changing demands of the community. Our organization is guided by moral and ethical principals in providing the highest level quality of services, training/professional development, fiscal responsibility, and direct community interaction and involvement. We are forever committed to successfully responding to and mitigating the challenges of fire, rescue, medical emergencies, hazardous materials, disaster preparedness and national security by promoting fire prevention, public education and community risk reduction.

Fire Department Performance Guarantee

As an organization and as individual members of the Bedford Fire Department, we care about the people we serve. We will do the things we say we will; try to do them to the best of our ability every time; and protect the lives and the property of the people who reside, work, and pass through Bedford.

FY15 HIGHLIGHTS

FY15 started with a microburst on July 7, 2014 that ran from northwest to southeast along the neighborhoods off of Pine Hill Road though Page Road. The microburst generated over 20 calls for service in a 90 minute period and damaged numerous vehicles and structures.

The Department responded to over 2460 emergencies and a total of 3122 incidents during FY15.

Special Town Meeting unanimously approved the Town’s plan to transition to Fire Department—provided advanced life support. The plan included the hiring of four new firefighter/paramedics. The department hired firefighter/paramedics John Perry, Patrick Stewart, Chris Gonzalez, and Erik Smallenberger. Following training at the Massachusetts Fire Academy, the department will begin the transition to providing advanced life support early FY16.

The new ladder truck was placed into service by the Fire Department in December 2014. The truck was manufactured by KME Fire Apparatus from Nesquehoning, PA. The truck is equipped with a 109’ ladder, 2000 gallon per minute pump and 500 gallon tank of water. The rest of the breakdown of responses is as follows:

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Fire Department

	<u>FY15</u>	<u>FY14</u>	<u>FY13</u>	<u>FY12</u>	<u>FY11</u>	<u>FY10</u>
Fires and/or Explosions	39	50	42	35	44	54
Rescue and Emergency Medical Service	1428	1445	1364	1315	1230	1251
Hazardous Conditions (No Fire)*	204	150	157	311	189	197
Service Calls*	251	206	198	226	197	440
Good Intent Calls	96	102	93	102	86	89
False Alarms and False Calls	436	407	352	352	371	338
Other Types of Incidents	668	758	742	701	674	648

* A spike in a single year of Hazardous Conditions and Service Calls is typically weather related and would include an extraordinary amount of power wires down from the pole, flooding issues and similar type incidents.

FY16 PROJECTIONS

During the upcoming year the department will begin a transition to providing advanced life support by cross trained firefighter/paramedics. This program includes the hiring of new firefighter paramedics and the training of internal firefighter candidates to the paramedic level. The department will continue to fill paramedic positions through attrition to achieve the ideal complement of twelve paramedics. This is a multi-year plan for full implementation. Upon completion of the transition, this program will deliver high level

emergency care to the patient in a timelier manner than the current system.

In keeping with planning *before* disaster strikes, the Fire Department hopes Bedford residents will make fire safety a daily activity. The Fire Department urges residents to keep smoke detectors and carbon monoxide detectors clean and working properly, test them once a month, never leave candles unattended, maintain gas grills, store flammables in proper spaces and containers, and change the smoke detector batteries when we change the clocks.

Police Department

Robert Bongiorno, Police Chief

Department Overview

Throughout FY15, the Police Department continued to take on more challenges in an effort to meet the demands of the citizens of Bedford. The Department will continue to evolve in FY16 to meet the changing needs of our community. We continue to improve community partnerships, intelligence led policing initiatives, refining training to maximize the effectiveness of our organization,

all the while continuing our commitment to ensure the safety of all members of our community. The department operates under a community policing philosophy that encourages citizen participation in solving problems of crime, fear of crime and quality of life issues.

Organizationally, the department is divided into operational and detective functions. A command staff of two lieutenants assists Chief Robert Bongiorno in strategic planning,

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Police Department

budgeting, and operations. The lieutenants administer the Operations Division and the Detective Division.

EMPLOYEE STATISTICS:

Full Time Officer	29.0
Administrative	1.5
Emergency Communications Officers	8.0
School Crossing Guard	0.5
Animal Control Officer	0.5
Traffic Supervisors	13.0

FY15 HIGHLIGHTS

FY15 was a very busy year for the men and women of the Bedford Police Department. The Bedford Police Department's Community Services Unit has been a huge success. The Unit is committed to identifying causes of crime, disorder, and quality of life issues in the Town of Bedford. It is responsible for traffic initiatives, crime prevention, public relations, and the support of community problem solving activities by the Police Department Patrol Division. During FY15, the Unit supported and sponsored such popular programs as Bedford Day, RAD, Bicycle Safety, Safe Driving, Alcohol Awareness, Safe Routes to School, Child Safety Seat Installations, Council on Aging Programs, Community CPR, National Night Out, and many more. Also the Unit conducted tours of the station, spoke publically and met with citizens, religious organizations and business groups. The Department continues to improve the police website, continuing to post the monthly call logs, video, news, photos and much more. The Department continues to use a number of social media initiatives to communicate with and keep the public informed. The Department uses Twitter, Facebook and YouTube to post press releases, photos, scam information as

well as video Public Service Announcements. Also, the Department has updated its Smartphone App (called MYPD), which can be downloaded from the Apple or Android App stores. Through this App, you can get directions to the station, email a member of the Department, follow our latest tweets, or link to our mobile website. The Department will continue to utilize 21st century technology to stay connected with our residents and we will continue to build community bonds that foster trust between the police and the community we serve. The Bedford Police Department partnered with Communities for Restorative Justice (C4RJ), which is a community-police partnership that offers restorative justice to those affected by crime. This program allows for Bedford to address victims' needs and treat offenders in a new way. The Bedford Police Department also collaborates with ten police departments and the Domestic Violence Service Network (DVSN) to provide outreach and direct support to victims of domestic abuse.

The Bedford Police Department will continue to prioritize these programs that will advance our community policing philosophy, goals and initiatives. Traffic continues to remain one of the biggest concerns for the residents of Bedford. In FY15 the Department continued to partner with the Governor's Highway Safety Program to receive funding to conduct increased traffic enforcement in the areas that create the biggest hazards on the roadways throughout our community. Through this limited state funding, we were able to concentrate on speeding vehicles, drunk driving, and seat belt usage. In FY15 the Bedford Police Department again partnered with Middlesex Community College on a Service Learning Project with students from the Criminal Justice Program. Additionally, the police department and college partnered on a

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Police Department

unique initiative in which the college fully funds the assignment of a police officer to their campus. In FY15, Officer Craig Naylor was assigned as the Campus Resource Officer at Middlesex. The partnership, unique to higher education, allows our officer to serve as a resource to the larger college community of students, faculty, and staff. While the assignment provides a security presence for the state's largest community college, it also allows for enhanced community interaction and communication.

Police Departments in eight Middlesex County communities including the Bedford Police, have joined together to share resources and better manage cases for mental health and a Regional Jail Diversion Program, secured a three-year \$135,000 Massachusetts Department of Mental Health (DMH) grant to fund the continuation and expansion of their initiatives. The police partnership, developed through the Concord District Court and the Regional Jail Diversion Program, is managed by departments in Bedford, Lincoln, Stow, Concord, Lexington, Acton, Carlisle, Maynard and Hanscom Air Force Base. They are committed to assisting people with mental health difficulties and diverting them from the criminal justice system. The Massachusetts Executive Office of Health and Human Services' Department of Mental Health awarded the coalition the grant, which will be broken up over the next three fiscal years. The coalition will receive \$45,000 in fiscal 2016, 2017, and 2018. There is potential for renewal for Fiscal years 2019 through 2023. As part of the coalition's innovative model, police departments will work with a Clinical Coordinator, who will manage the Jail Diversion Program across all communities. The primary role of the Clinical Coordinator will be to train officers in Mental Health First Aid

(MHFA) and to serve on the Crisis Intervention Team (CIT). The coordinator will also work with each department to create a diversion strategy that is appropriate for any individual who comes in contact with police. The coalition partnered with Eliot Community Human Services, which will provide MHFA and CIT training on an annual basis.

The department continued to partner with other Town departments in our efforts toward anti-bullying programs, youth activities programs, and the all night graduation. The largest effort to support our youth in Town continues to be our School Resource Officer

FY15 STATISTICS

Calls For Service*	FY14	FY15
Motor vehicle crashes	440	336
Hit and run investigations	63	44
Alarms	556	576
Larceny	104	56
Domestic/Family Disputes	114	70
Child Passenger seat in-stalls	38	22
Restraining Orders	144	119
Disturbances	64	82
Noise Complaints	124	130
Breaking and Entering	23	11
Breaking and Entering M/V	22	17
Vandalisms	38	31
Elder Affair Encounters	25	44
Totals Calls for Service	15,150	18,147

*The Calls for Service chart is a sample of police responses for the fiscal years.

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Program. This remains a top priority in our commitment to provide the youth a safe and healthy environment in the school setting. The Bedford Police Department will continue to maintain, and enhance the partnership we have formed with the Bedford Public Schools. We will also seek to maintain and enhance partnerships with all Town departments with the goal of providing the best service to the residents of our community.

Fiscal Year 2015 showed a significant increase in the total number of service calls for the Bedford Police Department. The Police Department logged 18,147 calls for service, the majority of which involved services other than responding to crimes. This represents an almost 20% increase over FY14 (15,150 calls). Customer service will continue to be a priority within the Bedford Police Department. Our motto of "Serving the Community with Pride" will continue to guide this Department into the 21st century. In FY15, 84 people were arrested. Two people were taken into protective custody. Protective custody is a statute that allows police officers to take into custody persons who, due to ingestion of alcohol, are incapacitated or are danger to themselves or others. Although authority gives the police the option of taking a person to his residence or a treatment facility, the police station is often the most viable option. In FY15, 2,444 citations were issued. The Department continues increased traffic and parking education to meet the growing concerns of our citizens. Traffic continues to be one of the greatest areas of complaints to the department. We will continue to partner with the Bedford Fire Department, the Department of Public Works and the Town Manager to evaluate and address the traffic concerns of our residents and commuting public.

FY16 PROJECTIONS

The Department concluded its third round of strategic planning using analytical data to drive decision making as it relates to the development of valuable police resources. This strategic planning process will continue in FY16 and bring together technological tools, management practices, real-time data analysis, problem solving and intelligence-led policing that ultimately will lead to *results* - crime reduction, a more efficiently run police department, and modern and innovative policing.

The Bedford Police Department will continue to participate in traffic safety grant mobilizations. Throughout FY16 we will seek state and federal grant funding to increase police patrols to target aggressive drivers, drunk drivers, and seat belt violators. The goal is to participate in these grants, making the streets of our community safer to travel.

The Bedford Police Department embraces and is committed to the philosophy of community policing. The concept of partnering with the community to solve problems of crime, fear of crime and quality of life issues has been institutionalized in the Department. In FY16, the Department will continue to offer a number of community policing programs to the public designed to provide citizens with tools, information and skills in solving those problems. We will continue to partner with other Bedford Town departments to expand and create new programs in the community. The Bedford Police Department will continue to partner with the Bedford Fire Department and the Middlesex County Sherriff's Department in providing another free summer camp for Bedford children at the Sherriff's Academy in Billerica. The Bedford Police Department will also continue to install child passenger car seats. Our certified technicians will thoroughly

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Police Department

inspect child car seats for wear and effectiveness and install them properly to assure the safest ride for our children.

The Department will continue to explore ways to optimize limited police resources. We initiated dialogue with the Town of Lexington on the potential regionalization of Animal Control services. This regionalization will maximize coverage for Bedford in a more cost effective manner.

Unfortunately, with the ongoing State budget cuts, the community policing grant has been eliminated for police agencies state wide and most of our community's policing programs face elimination in FY15. Although we are faced with this realization, it will not deter the Bedford Police Department from facilitating open dialogue with residents to address issues and challenges facing our community.

Accreditation

The Bedford Police Department maintains Certification from the Police Accreditation Commission. Certification is a self-initiated evaluation processes by which police departments strive to meet and maintain standards that have been established for the profession by the profession. These carefully selected standards reflect critical areas of police management, operations, and technical support activities. They cover areas such as policy development, emergency response planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation and holding facilities. This program not only sets standards for the law enforcement profession but also for the delivery of services to the citizens of Bedford.

Regional Police Initiatives

North Eastern Massachusetts Law Enforcement Council (NEMLEC)

The Bedford Police Department is a member of the North Eastern Massachusetts Law Enforcement Council (NEMLEC). The Council is a consortium of fifty-one police departments in Middlesex and Essex Counties, as well as the Middlesex and Essex Counties' Sheriff's Offices. The members of the organization operate pursuant to an inter-agency mutual aid and assistance agreement to share resources and personnel to enhance public safety in a fiscally responsible manner. As part of the agreement, each member commits resources from its law enforcement agency to assist other members in an effort to increase and improve their capabilities and capacities.

NEMLEC is comprised of a Regional Response Team (RRT), which includes a Tactical Unit, Special Weapons and Tactics Unit (SWAT), K-9 Unit, and School Threat Assessment and Response System (STARS), Motor Unit, Bicycle Unit, Accident Reconstruction Unit, and a Crime Scene Unit. Officers associated with the various units receive specialized training in crowd/riot control, crisis negotiations, response to school violence, use of specialized weapons, drug interdiction, and many other areas of specialization within the law enforcement profession.

Currently, we have officers assigned to the RRT Unit, SWAT, Motor Unit, STARS, and Drug Interdiction Unit.

School Threat Assessment and Response System

The School Resource Officers are assigned to the Bedford High School. The officers utilize the School Threat Assessment and Response System, a comprehensive program to prepare,

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Police Department

assess, respond, and strive to prevent threats of violence in schools. This initiative is accomplished through mobilizing regional resources that recognize the individual uniqueness and integrity of Bedford schools.

This multi-tiered assessment and response system is designed to provide local officials in Bedford access to specialized resources developed through a collaborative effort. Utilizing the STARS' Protocol, incidents and threats are addressed through response classifications involving varying degrees of consultation, readiness, and intervention.

Once STARS is initiated, local responses are augmented by NEMLEC's regionally coordinated resources including access to personnel and experts with specialized skills, planning and training opportunities, communications systems, equipment and advanced technologies, and protocols for program and techniques evaluation.

Awards and Ceremonies

The Bedford Police Department will hold its third annual awards ceremony early in FY16. It is essential for a police department to impose internal discipline as well as promote outstanding performance.

In recognition of actions taken by our police officers and community members, we will commend several individuals who performed outstanding tasks to support the police department's mission and to make our community stronger and safer.

Several new police officers joined the Department in FY15. The Town Manager appointed Jared Weisenborn, a former Bedford Emergency Communications Officer, Timothy Barry, Bedford native and second generation police officer, Jason Kennedy, Bedford native and Veteran of the United States Navy and Timothy Pike, Bedford native and graduate of the University of New Hampshire. The Town Manager also appointed Justin Brooks, Bedford native, as an Emergency Communications Officer. Patrol Officer James Hunt was appointed to the Detective Bureau and Jeffrey Vinciulla was appointed Lead Communications Officer.

Closing

The dedicated men and women of the Bedford Police Department would like to thank the residents of Bedford for their continued support in accomplishing the Department's mission of serving the community with pride. The Department remains committed to provide the best public safety service and improve the quality of life for all of our residents.

	FY14	FY15
<u>Citations Issued</u>	2558	2444
<u>Warnings</u>	1912	1909
<u>Civil</u>	464	386
<u>Criminal</u>	151	104
<u>Arrests</u>	31	16
<u>Total Fines Collected</u>	\$146,479	\$76,225

PERMITTING AND LAND MANAGEMENT

Code Enforcement

PURPOSE

The Code Enforcement Department is a public safety office that enforces all applicable codes, laws and regulations to ensure all residential and commercial buildings and structures are constructed and maintained in a safe and usable manner. This office enforces the Massachusetts State Building Code, 780 CMR and the Architectural Access Board Regulations, 521 CMR along with the Massachusetts Electric, Plumbing & Gas Codes and any other applicable rules, regulations and laws related to building construction and safety.

This office also enforces the Zoning Bylaws. These bylaws are used to control, among other things, density, parking, height and location of buildings and structures, uses of buildings and structures, requirements for buildable lots, signs, earth removal and overlay districts. The department also enforces the rules and regulations of Weights and Measures and certain aspects of the General Bylaws such as the Sign Bylaw. Lastly, the Code Enforcement Department provides clerical support to the Conservation Commission, Zoning Board of Appeals (ZBA), Historic District Commission (HDC) and the Historic Preservation Commission (HPC).

EMPLOYEE STATISTICS

The Code Enforcement Office staffs six (6) full-time staff and two (2) part-time staff consisting of:

Code Enforcement Director/Inspector of Buildings – Christopher Laskey

Local Building Inspector – Dan Sullivan

Conservation Administrator – Elizabeth Bagdonas

Administrative Assistant – Beth Ryan

Department Assistant to ZBA, HDC, HPC and Code – Scott Gould

Department Assistant to Conservation and Code – Stephanie Ide

Electrical Inspector – Jack Landers

Plumbing/Gas Inspector – Jim Powderly

FY15 HIGHLIGHTS

New single-family residential development continued to increase this year. This office issued permits for thirty-one (31) new single-family dwellings. A substantial portion of that number is attributed to what's called "tear down/rebuilds" where a smaller dwelling is demolished and a large dwelling is built in its place; this is the seventh year in a row that this category has increased going from 22 last year to 26 this year. The two significant residential projects in FY15 were the 54 Loomis Street project where 19 residential units and some commercial space are 75% complete at the end of FY15 and the VA project which consists of a 70-unit residential apartment building which is about 50% completed. There was a thirty-five percent increase in residential permits overall. These permits include homeowner projects, solar panel installations, windows, roofing, etc. Revenue from commercial projects bounced back slightly from last year. Although the number of commercial permits issued was slightly less than last year, the scope of some of these commercial projects in Bedford was a bit more substantial. One of the most anticipated projects to come to Bedford in a while is the Bedford Marketplace redevelopment project. The project started in early FY15 with a 20,000 sq.ft. addition next to Marshalls which will house three (3) tenants. The two front buildings will both be demolished and replaced with two new buildings (approximately 30,000 sq.ft. each) built closer to the Great Road. Other projects completed in early FY15 are Aspen Technology, who completed an \$8.7 million project involving three buildings at 20, 22 and

PERMITTING AND LAND MANAGEMENT

Code Enforcement

28 Crosby Drive, and Bedford Business Park located on Crosby Drive completed Phase II of a multi-phase project. The Travel Lodge site was completed in mid FY15 with Salem Five Bank taking one of the tenant spaces.

The Code Enforcement Department collected approximately \$923K in permit/misc. fees this fiscal year. The enforcement of the zoning and sign by-laws is also an important aspect of the department's responsibilities and is always a large part in the day-to-day activities of the office.

FY16 PROJECTIONS

The 54 Loomis Street project will be completed in mid-FY16. The Planning Board approved several sub-divisions that are currently providing utilities to the site. A spring rush of new house lots in late FY16 is anticipated. Early signs show that the teardown/rebuild projects have slowed down for the first time in 8 years because of the new Teardown Policy in place that will require most of these projects to go before the ZBA. However, single-family dwelling stock will continue to be strong with the newly approved residential sub-divisions thus keeping the Town we are on pace to meet or exceed the number of single-family dwellings constructed last year.

On the commercial side, The *Bedford MarketPlace* redevelopment project is approximately at its mid-point with full completion (including tenant fit-outs) anticipated in late FY16. Learning Express Toys, Sleepy's Mattress and Red Heat Tavern are some of the new tenants coming into the development. Existing tenants such as B Good Burger, Bruegger's Bagels, Bank of America, and the Post Office retail space will be returning as well. Anika on Wiggins Ave will

Code Enforcement Department Statistics		
Permits Issued	Number	Fees Collected
Building	686	\$694,897
Electrical	661	\$136,690
Plumbing	390	\$48,425
Gas	275	\$13,700
HVAC	79	\$5,404
Signs	29	\$8,891
Certificates of Inspection	44	\$2,789
Occupancy	107	\$5,400
Misc./Yard Sales	39	\$180
Fence Compliance Permits	32	\$1,200
Subtotal	2,342	\$917,585

Petitions Filed	Number	Fees Collected
Historic District Petitions	10	\$150
ZBA Petitions	36	\$4,300
Subtotal	46	\$4,450

Miscellaneous	Number	Fees Collected
Admin./Fines	36	\$5,567
W&M Services	28	\$6,385
Site Plan Reviews	1	\$300
Zoning Opinions	4	\$450
Misc./Copying Fees	*	\$434
Subtotal	69	\$13,136
Grand Total		\$935,171

Revenues for the Last Five Years	Fees Collected
2011	\$841,207
2012	\$802,344
2013	\$945,634
2014	\$932,170
2015	\$931,171

PERMITTING AND LAND MANAGEMENT

Code Enforcement

be undergoing a multi-million dollar renovation project in mid-FY16 with an anticipated completion in late FY16. These potential projects plus the expected number of permits issued for additions, renovations and homeowner projects are expected to keep this office busy this upcoming fiscal year. Ongoing zoning and sign bylaw enforcement will continue to be a priority for this office.

This office is committed to customer service and to be a source of information and

knowledge to the homeowners and contractors doing work in the Town of Bedford. The building codes and Town Bylaws can be confusing. Anyone who has a question as to whether or not they need a building permit is welcome to call our office so we can assist you, or if you have access to the internet simply enter the address www.bedfordma.gov/code-enforcement for a wealth of building, zoning, and Historical District information.

Planning Board

PLANNING BOARD

Shawn Hanegan, *Chair*,

Amy Lloyd, *Chair-elect*

Glenn Garber, *Director*

Catherine Perry, *Assistant Planner*

PURPOSE

The Planning Board is an elected, five-member board established under the provision of MGL C 41, § 81 A. The Planning Board is responsible for administering the Subdivision Control Law, reviewing commercial development site plans, drafting zoning bylaw revisions, undertaking planning studies and various special projects within the Town, preparing the Town's Comprehensive Plan, approving special permits for residential cluster developments, planned residential developments, and mixed use developments, coordinating with regional transportation programs, working with the economic development coordinator, and holding public hearings for designated scenic roads if trees and/or stone walls are to be removed or relocated.

EMPLOYEES STATISTICS

Full-Time 3

FY15 HIGHLIGHTS

The Planning Department and Board work hard to shape and guide development of all types, in ways that help to achieve Bedford's desired future growth goals, while enhancing community character, increasing the tax base and protecting the environment. By working closely with development proponents and bringing all relevant departments and personnel into the mix, better projects are crafted even before they formally enter the regulatory pipeline, where the Board then diligently carries out its deliberations. Planning is also involved with long range planning initiatives, in the form of zoning amendments, new policy formulation and other strategies to help implement the 2014 Comprehensive Plan. The department has also been a leader in use of cyberspace, social media and file sharing, to disseminate public information and documents. Planning Board moved on from last year's adoption of the Comprehensive Plan to establish priorities and ramp up implementation within areas for which it is responsible. A major initiative was preparation of a replacement Industrial Mixed Use Zoning Bylaw to further encourage economic

PERMITTING AND LAND MANAGEMENT

Planning Board

development in harmonious, complementary mixes, approved at the fall Special Town Meeting with only one dissenting vote. Sections of the Zoning Bylaw relating to landscaping and perimeter buffers were also amended to be more functional.

Analytical studies related to 'base' zoning in industrial areas were also undertaken, with assistance of interns for some tasks. Potential development scenarios are being tested against zoning dimensional rules, with a view to proposing some limited adjustments.

Construction began on the first project approved in the Depot Area under the mixed use overlay zoning, designed to revitalize this center with village-scale, pedestrian friendly development. Bedford Crossing at 54 Loomis Street will have 19 residential condominium units and retail space. A second project approved under this zoning will allow a café or retail unit to be created in the rear of the historic rail warehouse building (with the bike shop at the front) at 111 South Road. The bikeway extension is planned to run alongside. The much-anticipated redevelopment of Bedford Marketplace shopping center at 160 Great Road got underway, with work phased to minimize disruption. The final result will include many improvements advocated by the current and previous Planning Boards.

Developer interest in residential subdivisions continued strong. Most sites are small, typically a few acres; the Board approved developments at Irene Road and at 57-75 Hartwell Road (Alphonsa Lane), and reviewed preliminary plans at 30 Chelmsford Road and 152-162 South Road. Developers have options of conventional, cluster, or Planned Residential Development approaches, and the Board and staff have worked to encourage choices that

serve the public interest.

Some economic renewal projects involving site plan changes also came forward, notably Instrumentation Laboratory's replacement of its rear warehouses and parking area, and Keurig's occupancy of a portion of the newly-refurbished premises at 201 Burlington Road.

Staff has played an important role in coordinating responses to projects that involve multiple boards or departments. It has also continued to disseminate information of public interest via the Town website, social media and press, including writing topical articles when time allows.

Staff and Board members attended planning conferences during the year, and members attended an internal training session arranged jointly with the Zoning Board of Appeals and led by Town Counsel, to clarify areas of legal complexity and current interest.

ZONING REVISIONS

Special Fall Town Meeting Articles

The Board developed and successfully presented to Town Meeting two changes to the Zoning Bylaws:

- Article 4 - Industrial Mixed Use. This replaces Section 15, the Industrial Mixed Use (IMU) Bylaw, in its entirety. This bylaw operates like an overlay district to offer an alternative form of development, with a wider range of uses and more flexible dimensional requirements compared to the 'base' zoning. It is applied through a discretionary special permit process, with requirements to incorporate desirable features of planning and design. The new version of the bylaw expands the area in which it can be used from the industrial

PERMITTING AND LAND MANAGEMENT

Planning Board

districts to the commercial district, modernizes the terminology to embrace the kinds of new businesses expanding in the area, and clarifies and adjusts the aims and the uses allowed. It no longer allows residential uses to be included in developments under this section.

- Article 5 – Landscaping (etc.) This amends various sections of the Zoning Bylaws relating to landscaping, tree protection and visual screening in developments, including changes to the “greenbelt” provision and to the 50 foot wide perimeter no building rules in Cluster and Planned Residential Developments. The changes encourage landscape design that takes account of existing attractive site features and is tailored to the situation. The change to the 50 foot rule gives relief to homeowners in some cluster/PRD developments who have had difficulty with placement of accessory buildings such as utility sheds.

Studies Related to ‘Base’ Industrial Zoning

To examine the potential for further incentivizing economic development, staff began a series of studies of the industrial areas and related districts. These involved data gathering, followed by testing of alternative development scenarios for a sample of sites and examination of the operation of various zoning dimensional constraints and their interaction with parking and other factors such as wetlands. Two interns from Westfield State University and one from Bedford High School provided voluntary assistance at various times with aspects of this work.

Discussions of Specific Land Users’ Ideas for Adjustments to Zoning

The Board held preliminary discussions with

two land owning organizations concerning potential changes to zoning districts that currently only apply to their properties:

- Carleton-Willard, Old Billerica Road: potential expansion of Nursing Care Facility zoning district (Section 10) and adjustments to rules that apply. Carleton-Willard currently has this proposal on hold.
- Page Place, 75 Page Road: potential change to rules that apply to Conversion of Public School Buildings to Multiple Residential Use zoning district (Section 11) to allow development of additional residential units.

REVIEWS OF PROPOSED DEVELOPMENT

The Planning Board conducted detailed regulatory reviews as follows:

Special Permits (advertised public hearings required)

- 111 South Road: Depot area Mixed use Special Permit, for inclusion of café/rental unit– approved May 5, 2015.

Special Permit Amendments (minor amendments do not require advertised public hearings)

- 100 Plank Street: amendment of Industrial Mixed Use Special Permit, for change to parking for portion of development - approved January 20, 2015.
- Blake Block, 62-88 The Great Road: amendment of Town Center Mixed Use Special Permit, for expansion of Ken’s Deli restaurant into former Wicked Good Frozen Yogurt space and addition of seasonal outdoor seating - approved February 4, 2015.

PERMITTING AND LAND MANAGEMENT

Planning Board

- Blake Block, 62-88 The Great Road: amendment for alterations to 15 Fletcher Road (former Country Store) with residential or office use on upper floor and 2 additional parking spaces - approved April 21, 2015.
- 2 Irene Road definitive subdivision with Special Permit for a Cluster Development—approved October 1, 2014.
- Alphonsa Lane, 57 & 75 Hartwell Road – approved June 23, 2015.

Site Plan Reviews

The Planning Board provided detailed site recommendations to the Building Inspector/ Code Enforcement Director on the following projects:

- Bedford Marketplace: various minor modifications to site plan.
- Instrumentation Laboratories, 180 Hartwell Road: modification to site plan in connection with replacement of warehouse buildings.
- Bedford Woods Office Park, 170-176 Middlesex Turnpike: minor modification to site plan involving change to proposed parking.
- 201 Burlington Road: minor modifications to site plan in connection with 1st floor occupancy of front building by Keurig Green Mountain Inc.

Preliminary Subdivision Reviews (public hearings not required)

- 2 Irene Road.
- 57 and 75 Hartwell Road and 16 Beacon Street.
- 30 Chelmsford Road.

Definitive Subdivisions (public hearings required)

Subdivision Modification

- Athena Lane: substitution of fire hydrant for sprinkler system in rear house.

Approval Not Required (ANR) Plans

Planning Board endorsement is needed prior to recording a plan that divides land but does not require approval under the Subdivision Control Law. The Board endorsed the following ANR Plans in FY15:

- 35 Riverside Avenue.
- 57 and 75 Hartwell Road/16 Beacon Street.

Subdivision Performance Administration

The Board also followed up on implementation of previously approved projects:

- Hartwell Farms: partial and final bond releases.
- Lavender Lane: discussion of surety status (tripartite agreement).
- Athena Lane Subdivision: corrective measures and completion of development items.
- Freedom Estates Subdivision: continued pursuit of developer re-completion of final public improvements.

Pre-application Development Discussions

In addition to the above formal reviews, the

PERMITTING AND LAND MANAGEMENT

Planning Board

Planning Board held pre-application discussions with potential developers. Such discussions focus on interpretation of the bylaw and clarification of procedural/information requirements. Potential developments discussed, in addition to those that became formal applications as listed above, were:

- Crosby Corporate Center: potential master planned redevelopment under Industrial Mixed Use Special Permit.
- 120 Great Road: potential restaurant.
- 152-162 South Road: potential PRD (Planned Residential Development) for cottage housing.

Special Projects & Ongoing Comments

Staff and Board members have been involved in discussions of Transportation Demand Management (TDM) and streamlined permitting through the Middlesex 3 Coalition. Fuller adoption of TDM measures such as carpooling and shuttle buses, assisted by the two Transportation Management Associations now serving Bedford, could help to support intensification of activity in our industrial areas.

The Board submitted a proposal to the Metropolitan Area Planning Council (MAPC) for staffing assistance to conduct a land use and development study of the east end of The Great Road, but it was not one of the selected projects.

Board members and staff have given input at appropriate points to the Coastguard site housing initiative (led by the Selectmen's office) and the Pedestrian and Bicycle Master Plan (led by Healthy Bedford and DPW). The

Comprehensive Plan provides important context for these projects.

WEBSITE & NEWS MEDIA

The Planning Board's website page: www.bedfordma.gov/planning and Facebook page: <http://www.facebook.com/BedfordMAPlan> provide information regarding the Comprehensive Plan, Meetings/Agendas/Minutes, Zoning Bylaws and Map, Policies, Rules and Regulations, and periodic news articles and announcements.

The Planning department moved aggressively to provide more information to the public online when transitioning from FY15 into FY16. Not only does Planning post meeting agendas and minutes in timely fashion, but also uses the web and social media to make special announcements and to post material from major developments, warrant articles and events. Beyond routine matters, Planning posted special news articles to its Bedford web page, accompanied by short summaries on its departmental Facebook page, with hyperlinks to the full story on the web. These public information initiatives sometimes led to print and online media coverage and interviews, to further disseminate the information. Planning Staff is also working on an upcoming news article pertaining to mixed-use development in the overlay districts.

Legal advertisements for public hearings are still placed in the Minuteman newspaper and on the bulletin board in Town Hall, as required by law. The online Citizen newspaper often provides news coverage of planning issues. Our meetings are recorded by Bedford TV, and the YouTube video versions can now be accessed via our website page.

PERMITTING AND LAND MANAGEMENT

Planning Board

FY16 PROJECTIONS

- Planning Board recently discussed three projects that have now gotten onto a fast track- (Bedford Business Park, 162 South Road cottages and Page Place expansion), and residential projects at 56 Evergreen and 30 Chelmsford Road aren't far behind. Planning staff is working closely with all of them. There are some signs that the Crosby Corporate Center might be closer to submitting their Industrial Mixed Use special permit proposal with a hotel and phased redevelopment, and there are new projects in discussions with staff, including a new restaurant and wine/beer shop on Middlesex Turnpike, a potential subdivision or Planned Residential Development (PRD) on Springs Road at the Billerica line, and a potential expansion of existing Lane Farm PRD. Other active development parcels discussed were Ebenezer Davis Farm (Approval Not Required), 614 Springs Road (possible ANR or subdivision), and 100 Plank Street (mixed-use special permit modification).
- The Board aims to bring forward some major amendments to industrial zoning, informed by the studies being conducted by staff, to further encourage economic development, while taking account of constraints and impacts.
- The Board will work with other parties wishing to prepare zoning bylaw changes for Town Meeting, which may include Page Place and Carleton-Willard. The FEMA review of the Flood Insurance Rate Maps for the Shawsheen River floodplain is likely to require a corresponding amendment to the zoning bylaws via the 2016 Annual Town Meeting.
- The Board will continue to interact with other players to ensure progress is made toward the goals and actions in the Comprehensive Plan, and will give periodic updates to Town Meeting.

Zoning Board of Appeals

PURPOSE:

The Bedford Zoning Board of Appeals (ZBA) consists of five permanent members and three alternate members who are Bedford citizens appointed by the Bedford Selectmen. The ZBA is a quasi-judicial body that acts on behalf of the Town. The function of the ZBA is to act on petitions from a local citizen or interested party, who wishes to seek approval within or relief from the provisions outlined in the Bedford Zoning Bylaws, Sign Bylaws, or in some cases appeal the Zoning Enforcement

Officer's interpretation of the regulations presented in the Bedford Zoning and Sign Bylaws.

The Board also handles Comprehensive Permit applications, better known as Chapter 40B projects, for affordable housing.

EMPLOYEE STATISTICS:

One full-time employee, working in the Code Enforcement Department in Town Hall.

PERMITTING AND LAND MANAGEMENT

Zoning Board of Appeals

FY15 HIGHLIGHTS:

Fiscal Year 2015 saw thirty-six applications to the Zoning Board, with the approval of twenty-seven applications of various types, from residential additions to illuminated signage to new tenant spaces in the renovated Bedford Marketplace, including Red Heat Tavern and Learning Express Toys & Play.

FY16 PROJECTIONS:

The ZBA will continue its mission to uphold the Zoning and Sign Bylaws, making certain that building and sign projects in Bedford are not detrimental to the Town or the neighborhood in which they are proposed and are in keeping with the intent and purpose of the Bylaws.

Conservation Commission

Steven Hagan, *Chair*

PURPOSE:

The Conservation Commission consists of seven volunteer members appointed by the Selectmen. Its functions are to oversee the protection of wetlands, waterways, and floodplains, and to acquire and maintain open space land for the protection of natural resources and for the benefit and enjoyment of the citizens of Bedford. The Commission derives its jurisdiction from the Conservation Commission Act (Massachusetts General Laws Chapter 40, section 8C), the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, section 40), and the Town of Bedford Wetlands Protection Bylaw (General Bylaws, Section 36 as adopted at the 1987 Annual Town Meeting and amended through ATM95).

The Act and the Bylaw require the Commission to review applications for projects within 100 feet of wetlands, water bodies, waterways and floodplains, and within 200 feet of perennial streams and rivers. The Commission holds public hearings, issues Orders of Conditions permitting work, inspects the work in

progress, and upon completion issues Certificates of Compliance. It may issue Enforcement Orders if unauthorized activities are identified that cannot be resolved through more amicable means. Concerning land stewardship, the Commission proposes the purchase of conservation land to the Town, arranges the purchases, and oversees the maintenance and use of these lands.

EMPLOYEE STATISTICS

The Conservation Office is part of the Code Enforcement Department. The conservation staff consists of one full-time administrator and one part-time department assistant.

FY15 HIGHLIGHTS

Wetland Applications, Permitting and Construction Monitoring

The Commission received 23 Notice of Intent applications for major residential and commercial development projects, a continuation of the significantly increased number received in FY 2014. Orders of Conditions were issued for these applications, setting legal and construction standards as well as post-construction maintenance requirements. Determinations of Applicability were issued for 23 smaller projects, a 50%

PERMITTING AND LAND MANAGEMENT

Conservation Commission

decrease from the previous year. Four Orders of Resource Area Delineation were issued, confirming wetland boundaries on four sites where significant developments are planned. The Commission also reviewed several plan changes, approved Environmental Site Supervisors for several construction projects, and processed and approved several restrictions governing stormwater management maintenance.

Several reviews were made of proposed construction fill within the 100-foot buffer zone, prompting the development of a standard condition for the documentation and inspection of fill materials.

Significant buffer zone and/or flood plain restoration was evaluated and permitted as part of six development projects, in one case including restoration of previously altered wetland. This aspect of conservation permitting combines the approval of new projects with increased resource area protection.

Land Acquisition

The Commission continues to work with the Land Acquisition Committee to identify parcels of open space, natural resource importance and trail connections, and to contact owners regarding potential acquisitions or easement options.

Conservation Area Projects

The annual maintenance of the beaver control structure at Fawn Lake Conservation Area continues, because it is necessary to limit rises in the water level and prevent flooding, allowing beaver to remain there as part of the wildlife diversity.

In both wetland and upland areas at the Altmann Conservation Area, the control of

glossy buckthorn continued with the assistance of the summer work crew. Maintenance and improvement of other conservation lands was conducted as funds and volunteer assistance allowed. Annual mowing to benefit wildlife habitat and passive recreation was completed at the Clark, Little Meadow, Altmann, Minnie Reid and Jordan Conservation Areas.

Fawn Lake Restoration and Preservation

The newly-formed Fawn Lake Committee, appointed by the Selectmen, met in the spring of 2015 to begin its review of the continuing Fawn Lake issues of eutrophication and possible reclamation of open water conditions. The first meeting featured a presentation by the Town's consultant, Comprehensive Environmental, Inc., of the *Town of Bedford Fawn Lake Preservation Study*, which included current conditions, vegetation and sediment surveys, past preservation projects, and alternative strategies.

Trail Projects

The Trails Committee develops an annual report and projections for future work, which includes new trails, trail improvements, bog bridge installation and trail walks. The efforts and support of the Department of Public Works is integral to the planning and execution of these projects. Because of the many efforts and projects of the Trails Committee, the Commission anticipates an increased use and enjoyment of Bedford's conservation areas through significant trail improvements, increased maintenance, and better access, signage and public information.

Eagle Scout Projects

Eagle Scout candidate Steven DeVellis constructed a new kiosk at the south entrance to the Fawn Lake Conservation Area off Springs

PERMITTING AND LAND MANAGEMENT

Conservation Commission

Road. This project will increase the public information available on the conservation area values, features and trails. The Commission commends the local scout and youth groups for their long-standing interest in conservation-related community projects, and the high level of commitment and construction that is consistently achieved.

Jordan Community Gardens

The community garden plots at the George Jordan Conservation Area on Hartwell Road have improved in recent years, with set standards, regulations and fees to support garden use and maintenance, including brush removal and path mowing. Bedford residents are encouraged to contact the Conservation Office for more information on reserving a garden plot.

Monitoring, Maintenance and Public Information

The Bedford Conservation Land Stewards continued their commitment to monitoring the conservation areas and contributing their time and effort to the land. Residents interested in outdoor volunteer activities are encouraged to contact the Commission or the Stewards. The summer land and trail maintenance program provides annual improvements to the open space areas, due to the excellent efforts of the summer crew. One of the Commission's major goals, as illustrated at Fawn Lake and Hartwell Town Forest, is to manage the existing conservation areas for a balance of habitat diversity and passive recreational opportunities. Unfortunately, vandalism continues to be a problem within some of the Conservation Areas. Residents are encouraged to be watchful over neighborhood conservation lands, and to assist the Commission in prevention and education.

FY16 PROJECTIONS

The Commission hopes to introduce residents to the new conservation areas and trails, and welcomes local amateur naturalists to participate in planning and leading interpretive walks. Photographs and reports on observations are welcome. Several rare turtle species occur in Bedford, and the Commission asks residents to consider their vulnerability to automobile traffic, particularly on Dudley and Davis Roads. Research materials and fact sheets are available in the Conservation Office on rare (State-listed) amphibians, vernal pools, lawn maintenance, native plants, native shrub plantings, regional watersheds, priority habitats, non-native, invasive species control, and conservation land protection options.

The Commission continues to manage the Conservation Fund to allow the purchase of small parcels and appraisals of larger properties. The continued support of the Town for open space preservation will allow an irreplaceable legacy to pass to future generations of Bedford residents. Bedford has carried out consistently successful protective efforts, and yet has many landscape and watershed areas of significant natural resource value that are under threat from development pressure. The Commission hopes to expand public awareness of these areas and their values. Volunteers are needed to serve as Commission members. Although the role is exacting and challenging, the rewards are great in terms of contributing to the future integrity of Bedford's landscape and resources. Those interested in serving on the Commission should contact the Volunteer Coordinating Committee, the Town Manager's Office at Town Hall, or the Conservation Administrator at (781) 275-6211.

HUMAN SERVICES

Board of Health

Beatrice A. Brunkhorst and Thomas J. Kinzer III, Co-Chairs
Heidi Porter, Director of Public Health

PURPOSE

Through their many programs and activities, the Bedford Board of Health (BOH) and their experienced departmental staff, endeavor to protect public health, prevent disease, and promote the overall health and well-being of the community. The Board establishes local regulations and enforces local, state and federal mandates relating to inspections and permitting, investigation of complaints, public health education, school nursing and emergency preparedness planning.

The Board of Health consists of five elected members and meets monthly in the Town Center building. They invite you to visit their website for information on programs and events, and public health information – www.bedfordma.gov/health

EMPLOYEE STATISTICS

Full-Time: 8
Part-Time: 1

FY15 HIGHLIGHTS

At Bedford Day 2014, the BOH continued their collaboration with Emerson Hospital for health screenings and provision of outreach programming and flu vaccinations. Community Health Nurse Joyce Cheng and a cadre of volunteer nurses vaccinated 189 residents. Offering the flu vaccine in September at Bedford Day provides a valuable opportunity for Bedford residents to be vaccinated earlier in the season to start to build immunity against the seasonal influenza virus and receive longer seasonal protection against the flu. In addition to the flu vaccination clinics provided in FY15, the BOH provided pneumococcal vaccine

clinics, offering a new pneumococcal vaccine with protection from more strains of the virus.

After an evaluation of department programs, it became clear to the Board of Health that due to increased acuity of student medical needs and an increased student population in the Bedford schools, the school nursing program required some enhancements. In response to these findings, the part time school nurse position was expanded to include full time hours, a school nurse leader position was established and funding for new school health record software was allocated. All of these enhancements will support maintaining the excellent school health services provided by the Bedford school nurses.

In an effort to acquire current and readily available chemical storage and spill contingency plan information from the businesses in Town that are registered under the Town's hazardous materials registration program, the BOH established an electronic registration and plan storage program this year. This system streamlined the process for submittal of plans and allows for easy, electronic, and immediate access to chemical storage information for first responders in the event of an emergency at one of the registered facilities.

The BOH received grant funds to purchase a second kiosk for the collection of medical sharps, which include needles, lancets and syringes used in the home to administer medication or test blood. The new kiosk is in place at the Fire Department at 55 Great Road. This kiosk adds to the sharps disposal options in Town and enhances our existing medical sharps and prescription drug collection program already in place at the Police Department at 2 Mudge Way.

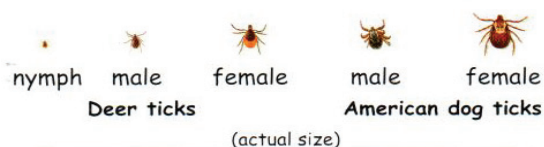
HUMAN SERVICES

Board of Health

In FY15, the Board of Health managed and completed a \$111,300 Community Innovation Challenge grant with 32 partner towns to implement a tick-borne disease network to test ticks and surveil tick-borne diseases in MA. This grant allowed Bedford residents to send ticks that bit them to a UMass laboratory for analysis of the pathogens that can cause tick-borne illnesses. The program was highly successful and provided residents with valuable information to discuss with their medical providers. It also enabled the Board of Health to collaborate with the state Department of Public Health, UMass, the University of Rhode Island and tick-borne disease specialists from across the area to develop educational material for our community.

Food Protection/Environmental Health & Sanitation Program	
Area of Program Management	Number of Inspections
Food Related	
Food Establishments (Retail & Service)	205
Pool Related	
Beach/Pools	15
Camps	8
Complaints	
Nuisance	6
Noise/Animals/Odor	4
Housing	10

TICK IDENTIFICATION CARD



MA Department of Public Health
617.983.6800
www.mass.gov/dph

Referrals to the School Nurses in the School System	
Reasons for School Nurse "Contact"	Number
Minor Injury/First Aid	3,704
Major Accidents (needing medical evaluation)	9
General Illness	4,260
Health Maintenance/Treatments	9,407
Miscellaneous	1,708
Medications (administered or supervised)	9,195
Staff Health Encounters	492
Screenings	301
School Team Meetings	209
Conferences:	
School Personnel	1,935
Students	3,042
Parents	4,032
Total School Health Contacts	38,295
Additionally, 233 School Physicals were conducted by School Physician and School Nurse Staff (including transfers, sports, conferences, and postural screenings).	

Community Nurse Program	
Client Base	40
Clients Admitted	2
Clients Discharged	2
Home Visits	42
Office Visits	60
Attendance at Blood Pressure Clinics	155
TB Tests	22

HUMAN SERVICES

Board of Health

Communicable Disease Cases Evaluation & Follow Up	
Babesiosis	3
Calicivirus	2
Campylobacter	7
Cryptosporidiosis	1
Enterovirus	1
Giardia	2
Group A Strep	1
Hepatitis B	1
Hepatitis C	5
Human Granulocytic Anaplasmosis	(1)*
Influenza	62
Legionellosis	0 (1)*
Lyme	(28)*
Pertussis	1
Salmonella	2
Tuberculosis	0 (1)*
LTBI	0
Streptococcus Pneumonia	3
Varicella	0 (1)*
NOTE: (number)* Indicates suspect cases, i.e. cases with clinical and/or laboratory evidence of the disease reported prior to the confirmation of the	
Hazardous Materials Program	
Hazardous Materials Registrations for Bedford Businesses	40
Recombinant DNA Permits for Bed-	10
Household Hazardous Waste Events-	185

Community Education Projects and Health Screenings:

- Bedford Day - Emerson Screenings (Prostate Screenings, Cholesterol level, Thyroid function), BP screenings, Flu Shots, Mosquito and Tick Bite Prevention.
- Medication Collection and Sharps Disposal Kiosks at Police Department.
- Flu Clinics – 10 Clinics and weekly office clinics and home visits by request, with 1,113 doses of flu vaccine administered.
- Pneumococcal vaccine (PPSV-23 & PVC-13) clinics (2).
- Tetanus, diphtheria and pertussis (Tdap) clinic (2).
- Health Talks at COA
 - o Hot Weather Safety, Preventing Pneumonia, Diabetes Management, Health Benefit of Chocolate, Colon Health.
 - o Stress Management.
 - o Protect Yourself from Skin Cancer & Melanoma.
 - o Let's talk about Ticks.
 - o Board of Health Bulletins – Monthly display of health topics.
 - o Health Fair for Employees.
 - o Lyme Disease Outreach.
- Bedford Plaza residents: Health Consultation (cases referred by Social Worker), BP screenings, Flu Clinic, infectious disease management, newborn care information.

FY16 PROJECTIONS

In FY16, the Board of Health will be reviewing

HUMAN SERVICES

Board of Health

existing regulations and make any necessary updates to streamline permit application processes for residents and businesses. We will work with Town partners to bring mental health first aid training to the community and help train town residents to identify those in need of mental health first aid and provide potential treatment resources.

For the 2015-2016 flu season, the Board of Health will be working with the Hanscom Air Force Base to provide flu vaccinations to their civilian employees. While promoting increased communication between the Town and Hanscom Health Departments, this program will provide a real public health benefit to the Town as a whole in that it is an opportunity for those employees

who work, recreate, dine and shop in Bedford to get vaccinated against the flu, thus providing for more immune people in Bedford. Insurance reimbursements from this program will help to fund future flu clinics for Bedford residents.

The Board of Health, including the School Nurses, appreciates the continued collaboration with the volunteer members of the Bedford Citizen Corps and, with their help, is looking forward to having another successful year in vaccinating the Bedford community against seasonal flu. Please visit the Board of Health website, www.bedfordma.gov/health, for flu clinic dates and locations.

Council on Aging

Roberta Ennis, Board Chair
Alison Cservenschi, Director

PURPOSE

The mission of the Council on Aging (COA) is to provide services, programs, and activities to maintain and increase the independence and quality of life of Bedford's 3,619 residents (24% of the population) age 60 and older. Is it also to provide assistance for family caregivers and professional elder service providers, on whom Bedford elders depend, and to promote an interdependent, multigenerational community.

To achieve these goals, the COA offers programs as follows:

- Arranging and coordinating in-home services for frail elders and providing information and referral to elders and their caregivers to assist them to remain safely and independently in our community or to

find an appropriate assisted living or nursing facility when staying at home is no longer an option.

- Educating the community, including elders, their families, professionals who serve elders, and businesses, about aging, the health, legal and financial challenges of the transitions of midlife and older age, and how the needs of elders can be met with community resources.
- Offering on-site health services, health education programs, wellness screenings, and fitness programs.
- Providing individual counseling, consultation, information, and education to elders and their family caregivers about aging-related issues, services, and resources.
- Offering social, educational, and recreational activities inside and outside of the COA.
- Developing and coordinating volunteer and

HUMAN SERVICES

Council on Aging

employment programs to benefit elders, businesses, and the community.

Such activities and programs assist Bedford elders and those reaching later life to meet the physical, emotional, social, spiritual and financial challenges of aging, as well as to take advantage of opportunities for personal development.

EMPLOYEE STATISTICS

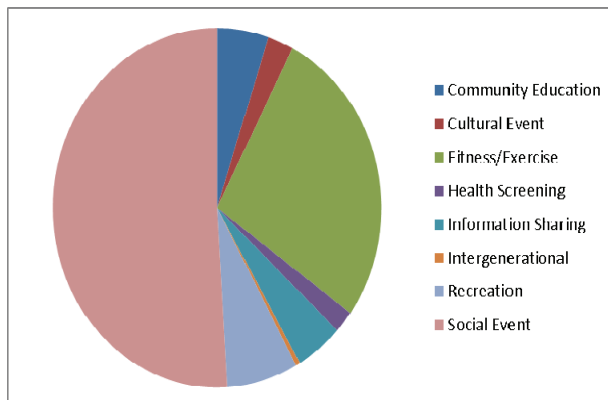
Full-Time 3 (Municipal Funding)

Part-Time 2 (1X 18hrs/wk
80% Municipal Funding 20% Grant Funded
and 1X5 hrs/wk 100% Grant Funded)

FY15 HIGHLIGHTS

Senior Center Programming

Participation Trends FY2015



The above pie chart illustrates the participation trends of seniors attending the COA for FY15. The largest portion, exactly half, represents social activities. This directly supports the mission to increase quality of life. Social activities are key for seniors to help reduce isolation and loneliness while at the same time offer new friendship and educational opportunities.

The next highest portion of participation is in fitness and exercise. The COA offerings include exercise, tap dancing, yoga (regular, floor and chair), tai chi, Zumba, Osteofitness, trail walks and line dancing. In FY16 the COA will continue to offer these low cost classes and encourage participation.

Attendance at COA activities remains consistent and hopes to grow over the next year due to the expansion of evening activities and additional Saturday hours. The total attendance for FY15 was 22,432. This number appears to be lower than the previous year. However, this could be due to possible duplicative manual counting on previous years, manual counts missing earlier in the year and then residents being hesitant to use the new computer system that was put in place later during the year. On a positive note the unduplicated senior count was 1003 compared to 884 in FY14. This shows that the COA increased its participation from individuals coming to the center by 119 seniors.

The Town's current senior population over 60, according to the census, is 3619. This is 319 more seniors over 60 than the previous year and 24% of the total town population of 14,503. Of those 3619 seniors, 27% of these seniors attended the COA in FY15. Overall the senior population in Bedford is growing and 119 more took advantage of the COA last year.

With these numbers in mind it is important for the COA to continue to assess the needs of the 60+ population including the younger, middle and older senior, as their needs are varied and diverse.

Activities and accomplishments during FY15:

HUMAN SERVICES

Council on Aging



Congregate Meals

4049 meals were served in collaboration with Minuteman Senior Services, Carleton Willard Village, senior volunteers and a COA Senior Employment participant. This number represents 87 unduplicated seniors.

Wheels Of Life Program

During the year, 264 medical rides were arranged and completed with funding from Carlton Willard Village in collaboration with Bedford Red Cab. 227 rides were from the Bedford Community and 37 were for Carleton Willard Village residents. Medical rides completed ranged in distance locally and further afield.

Shine Counseling

In collaboration with Minuteman Senior Services, 1 SHINE counselor spent 102 hours with 66 unduplicated seniors. These hours represent direct counseling, research, follow up and supportive assistance in an ever changing medical insurance environment. The COA assisted with setting up appointments and coordinating with the SHINE counselor throughout the year. The COA helps SHINE to meet program goals of reaching 3 to 5% of the communities Medicare beneficiaries. In FY16

the COA will coordinate with an additional counselor to further reach the goal.

Durable Medical Equipment

The COA lends donated equipment to seniors in need around the community. In FY15, 37 pieces of equipment were on loan. The system of recording equipment will need review in FY16 to document all pieces of equipment in house and on loan. This program saves seniors hundreds of dollars in short term loans of walkers, wheelchairs and canes. The senior need is based around recent surgeries, seniors visiting family from out of town, and discharge from rehab or hospital.

Volunteers

There are approximately 120 volunteers working 9456 hours in FY15. These estimated hours save the Town around \$85,104 when considering the \$9.00 minimum wage, since January 1, 2015. Volunteer roles include the Board, Fix It Shop, Newsletter Committee and Tax Assistants, to name a few. Images below show the monthly newsletter committee and the annual volunteer appreciation at the Great Wall Chinese Restaurant.

Evening Activities

Monday, Tuesday and Wednesday evening participation has grown over the year to an additional 15 hours/week. Programs included weekly Stitchery Group, continuation of the Single Again widowers group, special interest presentations, book discussions and general use such as pool, cards and computer. A number of movies and line dancing were offered in the last quarter of the year utilizing the new flat screen TV purchased with a kind donation in memory of a youth volunteer who passed during the year.

HUMAN SERVICES

Council on Aging

Bedford Local Transit

The BLT ran a total of 244 days in FY15 and transported 5323 Bedford residents 13,866 miles. The majority of riders on the BLT were seniors.

Senior Interest Educational Programs

In FY15 a number of external senior centered organizations participated in educating COA attendees in subjects specific to the population. These sessions included dementia, diabetes management, Medicare specifics, hospice, downsizing, self-defense, aging in place, sleep disorders, real estate planning, memorizing, and Veteran's services.

Arts

The COA offered, in conjunction with local enthusiasts, painting and drawing classes. In addition to these activities handcrafts, author discussions, memoir writing, travel and musical presentations were offered.

Health Education/Screening/Services

In collaboration with the Nurse from the Board of Health the COA offered monthly nurse hours, education, 2 flu clinics, and special presentations. Weekly massage, at cost, was also available as well as ongoing podiatry at 6 week intervals.

Senior Lead Activities

A number of programs led by Bedford senior volunteers continued in FY15. These include the Computer Club, Science and Technology Club, and Genealogy Club. In addition Mahjong, Bridge, Poker and Duplicate Bridge groups met frequently.

FY16 PROJECTIONS

SHINE Counseling

In collaboration with Minuteman Senior Services the COA will schedule and coordinate

another SHINE Counselor. This additional resource will enable more appointments to reach their 3 to 5% goal.

Durable Medical Equipment (DME)

The COA hopes to streamline its DME program by inputting all available equipment into the MySeniorCenter system and tracking its location when on loan. This will allow staff to quickly see what is available in the storage area and also its location within the community.

Volunteers

In FY16 the COA hopes to engage more senior volunteers by maintaining a volunteer/job board and defining volunteer roles. Volunteer tracking system through MySeniorCenter also needs to be streamlined to ensure appropriate tracking of names, numbers and hours.



Transport

The COA met with the Lexington COA in July 2015 to discuss their taxi cab program. With funding research the COA will explore the possibility of running this program within Bedford. This resource has potential for evening and weekend transport.

HUMAN SERVICES

Council on Aging

Downsizing Resources

With help from seasoned residents, the COA will develop a downsizing resource guide for seniors looking to downsize their homes in preparation of moving to smaller locations. These resources will be in addition to the current Resource Guide, which will also need updating in FY16.

Programming

The COA hopes to develop increased programming for the 'Baby Boomer' generation as well as for the younger and older seniors. The popular 'Cycling for Seniors' will continue with the addition of Hiking outside of the COA in FY16.

Recreation Department

Ronald Richter, Recreation Commission Chair

Amy Hamilton, Director

PURPOSE

The Recreation Department offers a variety of programs throughout the year. These programs reflect the interests of the residents and foster a sense of community in Bedford. Programs are self-supporting and costs are kept to a minimum thanks to the volunteer efforts of many dedicated residents. The administration of the department is supported by funds appropriated at the Annual Town Meeting, as well as by funds generated by program fees. Office hours are Monday - Friday, 9:00 a.m. - 4:00 p.m.

Department guidelines and policies are established by a five member commission that is appointed by the Selectmen. The commission meets once per month in the Town Center building. Meeting notices are posted with the Town Clerk and meetings are open to the general public.

Three or four town-wide mailings are made each year to distribute program brochures to each residence. Recreation information is also posted on the department's website at www.bedfordrecreation.org.

Recreation programs are typically held at 12 Mudge Way in rental spaces, public school facilities, various rental facilities, and at Springs Brook Park or on fields maintained by the Department of Public Works. Throughout the year, Recreation programs for youth and adults include: dance, gymnastics, the arts, music, soccer, basketball, volleyball, golf, fitness, tennis, skiing, science, and special events and trips to shows and places of interest. In addition, the Recreation Department coordinates the Town's annual Bedford Day, Summer Concerts, and Tree Lighting.

Summer recreation in Bedford is busy with popular programs such as sports camps, theater, science camps, Springs Brook Park swimming and swim lessons, Summer Adventures, middle school summer programs and Kids' Club.

The Kids' Club program is the Recreation Department's school-age child-care program for children in grade kindergarten through grade five. Housed in rental space at 12 Mudge Way, it operates all year and, not only meets the child-care needs of residents, but also offers children wonderful activities in a safe and caring environment.

HUMAN SERVICES

Recreation Department

The Corner is the Recreation Department's youth center for middle school age children. It offers structured and non-structured activities for sixth through eighth grade students after school.

The Recreation Department recognizes the tremendous contribution made by the many recreation volunteers. Recreation basketball, soccer, and skiing are all programs made possible by the volunteer spirit and effort of Bedford residents.

Private organizations offering recreational programs for Bedford youth include Bedford Babe Ruth Baseball and Softball, Lexington/Bedford Pop Warner Football, Bedford Youth Lacrosse, Bedford Travel Basketball, and Lexington/Bedford Youth Hockey. Bedford Recreation works with these private organizations to understand their field and gym requirements, schedule the fields, permit the field use, and develop forward looking infrastructure requirements. The Recreation Department offers guidance to these programs based on years of programming experience. Interaction with these organizations, as well as ongoing communication with families involved with the Recreation programs, enables the Recreation Department to understand the ever changing needs of the Town. This connection with the families of Bedford is a true partnership.

EMPLOYEE STATISTICS

Full-Time: 1*

Part-Time: 1*

**Additional Full-Time and Part-Time Staff funded by Recreation Revolving Fund (program fees).*

FY15 HIGHLIGHTS

- Budget of over \$2M managed by the Department annually.
- Approximately 300 Bedford residents volunteered to coach, chaperone and coordinate programs and activities. Without their support, these programs would not exist.
- Approximately 130 vendors worked with the Recreation Department to offer programs.
- Approximately 210 payroll staff.
- Programs in operation 7:00AM – 11:00PM.
- Programs take place seven days/week.
- Approximately 10,000 registrations annually.
- Many Recreation programs were at or near capacity throughout the year.
- Most program waiting lists are due to facility constraints.
- Synthetic turf in the Kids' Club play yard had its first year of use, with an extended outdoor season as a result and elimination of muddy conditions and dust bowl conditions.
- New hours of operation began at Kids' Club, opening at 7:00AM rather than 7:30AM.
- New recreation management software was used to manage many components of Recreation business; there were a significant number of favorable comments

HUMAN SERVICES

Recreation Department

concerning the new software.

- Many at risk youth were served, often in partnership with our school liaisons.
- Financial assistance permitted a significant number of residents to participate in Recreation programs.
- Synthetic turf on Sabourin Field has enabled addition of new adult programs.
- Synthetic turf on Sabourin Field offered preseason opportunities for a wet and snowy spring.
- A very successful Police/Recreation High School Basketball League for high school students was implemented in FY14 and grew by approximately thirty percent in FY15. BHS students participated and they were coached by Bedford Police.
- 35 Bedford teens were hired to work as Crew at Springs Brook Park; 25 local teens and young adults were hired as Lifeguards.
- There were 600 swim lesson registrations for the summer at SBP.
- 55 Bedford teens and young adults were hired to work at Summer Adventures.
- 45 Bedford teens were hired to work as Basketball Referees.
- A Feasibility Study of Springs Brook Park was begun.
- An additional classroom was opened for Kids' Club to help with the waiting list situation; additional space is still needed.
- New hours were implemented at Springs Brook Park in an effort to mitigate the ongoing clarity issues.
- Summer Adventures implemented a successful new program for children in grades five and six.
- A new shade awning was installed in the Kids' Club play yard to provide shade for children in the sandbox.
- Miniature golf and a wall ball wall were installed at Springs Brook Park.
- Recreation collaborated with Police, Fire, Public Works and the Town Manager's Office to plan Independence Day fireworks.

FY16 PROJECTIONS

- New safety practices will be implemented at Kids' Club.
- Plans for pool design for Springs Brook Park will be supported.
- Program options will continue to increase.
- Space needs will be addressed.
- The Corner youth center will be renovated.
- Kids' Club automated billing will be implemented.
- Recreation Office floor issue will be remedied.
- New security features will be installed at Kids' Club.

The Recreation Department looks forward to

HUMAN SERVICES

Recreation Department

involvement with the residents of Bedford in FY16. Those interested in teaching programs,

coaching or volunteering for the Recreation Department should contact the Recreation Office at 781-275-1392.

Youth and Family Services

Tom Pinney, *Advisory Committee Chair*
Sue Baldauf, *Director*

PURPOSE

As a result of our Strategic Planning process some years ago, we continue to live our revised mission and operate with a revised bylaw. The *mission* of Bedford Youth and Family Services (YFS) is to *identify and address the social, emotional, and developmental needs of children, youth, adults, and families in Bedford through programs and services that support and nurture*. The services we provide include:

Supportive Counseling

- Confidential individual and family counseling related to family life and adjustment issues.
- Crisis intervention and assessment.
- Assistance with local entitlement programs like veterans benefits and fuel assistance.

Community Education

- Forums and seminars to strengthen parenting skills, improve life adjustment, and encourage healthy lifestyles and family life.
- Collaboration with community groups and School and Town officials on the Youth Risk Behavior Survey and towards best serving the needs of youths and families.

Resource and Referral

- Information about existing resource.
- Outreach and referral for appropriate services.
- Up to date educational pamphlets, resource guides and materials.

Youth Empowerment

- Positive alternatives for youth through after school programs; tobacco, alcohol, and substance use education, prevention and diversion programs; and the Job Match Program.
- Promotion of the development of a strong and positive youth voice through collaboration with schools, police and other youth serving organizations on youth programs, the Peer Mentoring Program, and a youth website.

Bedford Youth and Family Services envisions a town committed to the well-being and safety of children, youth, and families; a town that promotes community awareness of healthy lifestyles; and a community where these commitments are demonstrated in policies and actions. Our focus will be on prevention, wellness, and a commitment to excellence. We continue to strive to improve the health of the people we serve through individual or family intervention, community education, resource assistance, and youth empowerment and support. The Department works closely with

HUMAN SERVICES

Youth and Family Services

schools, police, community agencies, citizen groups, and the courts.

Youth and Family Services is guided by the following strategic goals:

1. Develop and maintain a comprehensive system to serve the social, emotional, and developmental needs of the citizens of Bedford.
2. Strive to improve the health of our residents through supportive individual and family counseling, community education, and youth empowerment and support.
3. Collaborate and model partnership in service to our mission with Town departments, schools, community organizations, parents, youth, and citizens at large.
4. Promote inclusiveness, diversity, and cultural competence in mobilizing community resources to best serve the needs of all citizens.
5. Obtain and manage the financial resources necessary to further our mission and accomplish our strategic goals.
6. Advocate for and implement the infrastructure necessary to accomplish our tasks.

EMPLOYEE STATISTICS

Full-time: 2
Part-time: 2

FY15 HIGHLIGHTS

The Department successfully met or actively worked on its strategic goals as well as its special projects for the year. We remain active partners with several Town departments, all the schools, parent groups, and citizen groups like the Violence Prevention Coalition, the Bedford Community Partnership, the Regional Early Childhood Advisory Council, and the

Chamber of Commerce. We continue to promote inclusiveness, diversity, and cultural competence in both our individual and programmatic dealings. We manage our resources with frugality and seek outside funding for special projects to offset Town budget expenditure. Our honed mission statement and strategic goals will continue to guide our daily work and future initiatives.

The department receives community oversight by a 9 member citizen advisory committee that is scheduled to meet 5 times a year.

We continue to benefit from our office space centrally located in the renovated Town Center building. Residents drop in with more frequency and are positively impacted by the bright, cheery surroundings. We continue to be grateful to the Town and its residents for continued support of our work.

Supportive Counseling

This year marked the twenty-fifth successful year collaborating with Eliot Community Human Services in Concord on the provision of counseling services to Bedford residents. Services were provided by four licensed, trained clinicians at our offices at Bedford Town Center building, at other school or community sites, or at the Eliot offices in the Community Agencies Building next to Emerson Hospital. Just at our Bedford site, counseling services have been provided to about 150 different people over the course of the year with over 700 contacts, from a low of 49 to a high of 69 people each month. The four clinical staff have held almost 1200 sessions during the year at our Bedford site, the low being 73 sessions a month and the high being 122. Slightly fewer sessions have been reported in Concord, with about 42 residents choosing that site for services.

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Youth and Family Services

The contract owes its success to the commitment of responsiveness established by Bedford and carried out by Eliot as well as the range of services available at Eliot, including psychological testing and medication assessment. This year provided some extra challenge as the seasoned Clinical Coordinator took a position in another agency. Fortunately the vacancy was filled quickly with another Eliot clinician already working in Bedford on a Jail Diversion grant with the Bedford Police Department and on a Hoarding Collaboration Grant with the Bedford Hoarding Task Force. That clinician left Eliot in the spring, presenting yet another challenge to the department as well as the two grant-funded programs.

The Prevention Coordinator also continued aiding residents with the Fuel Assistance application process, completing nine of the ten new applications this year and two recertifications as well as assisting residents with applications for housing, Food Stamps, or other forms of aid. This included fielding countless phone calls, as well as the regular maintenance of the Youth and Family Services and Teen websites on the Town homepage.

This year marked the second full year of providing Veterans Services for Bedford residents as part of a district with the Town of Lexington. Created in February 2013 and recertified by the Massachusetts Department of Veterans Services through June 30, 2016, the Lexington-Bedford Veterans District *mission* is to *support veterans and their families in need of service and provide information and access to services for which they are eligible under the law*. The district has a full-time Director and part-time Veterans Services Officer (VSO). This service also experienced a transition this year when the District Director took another position closer to his home. The hiring process

went smoothly, the vacancy was filled within two months, and the VSO facilitated services in both towns during the interim.

Due to the marked increase in veterans residing in the community and increased need for services, the Lexington-Bedford Veterans District provides high visibility, regular Bedford hours, newspaper articles, and regular visits to community settings for educational and support purposes. We have documented around 400 face-to-face contacts on veterans' related issues, fielded about 800 phone calls and email contacts, and provided about 35 community support sessions. We continue to be involved with the sixty units of veterans housing developed and occupied at the Bedford Veterans Hospital and have the majority of new clients from that site. We participate regularly in the Patriotic Holidays Committee and Veterans Day and Memorial Day remembrances.

Community Education

We continue our twenty-first year of School and Town collaboration on Prevention Services. Our full time Prevention Services Coordinator has responsibility for not only the prevention work but also for the After School, Peer Mentoring, and the Youth Website. The Safe Homes Program, which is designed to support parental limit setting about alcohol and drug use at teen parties, entered its ninth year with a stable enrollment of about 348 families. This year marked the sixteenth annual Town-wide Substance Abuse Awareness Month with prevention focused newspaper articles and bulletin board displays at both the middle and high schools related to topics like stress, friendship, transitions, safe driving, and alcohol use. We facilitated dissemination of the results of the eighth Youth Risk Behavior Survey done April 2014 in collaboration with the Bedford

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Youth and Family Services

Public Schools and Social Science Research and Evaluation (SSRE), this year utilizing Information Graphics or “infographics” to make the results more informational and motivational especially for youth. We continued our regular prevention programming at all schools and successful offering of tobacco, drug and alcohol education and diversion programs with both the Police Department and the school system. We continued the ninth year of our Volunteer Opportunities Book with listings from Bedford organizations and made available to Bedford youth and other residents looking for community service possibilities. We published a wallet size Bedford Youth Resource card and distributed those to youth at the high school.

Our parent education series was limited this year to co-sponsorship of three events, one at Lane School, one at the High School, and one with First Connections. We reached about 240 parents and professionals and collaborated with the schools and local parent organizations. Due to on-going scheduling constraints in offering evening seminars, we continue to develop and enhance the web based parenting section on our website. We also have been incorporating favorite articles from our Celebrating Parenting Engagement Calendar into our own newsletter, as well as selected school newsletter submissions, since that calendar is no longer published.

We collaborated with the Bedford Police on alcohol and drug diversion, domestic violence response, and a school resource officer. We continue to work with School and Town representatives to further develop crisis response capability in sync with the Town’s emergency procedures. We maintain contact with our core group of community professionals available on the mental health

crisis team known as Community Crisis Response Team and who would be activated through our office at a time of need. We met every other month this year with the school crisis team.

We participate in a monthly Hoarding Task Force involving Health, Police, Fire, Council on Aging, and community representatives, and that better informs our community response to these cases. We continued work on the \$15,000 collaborative grant we were awarded through the Northwest Suburban Health Alliance/CHNA 15, along with the Health Department, for an 18 month hoarding case management project. Working with the Metropolitan Boston Housing Partnership Hoarding and Sanitation Initiative, Bedford continued partnering with Burlington along with regional providers Eliot Community Human Services and Minuteman Senior Services to develop case management capacity for identified hoarding cases in both communities.

On behalf of the Selectmen, we continue to be available to collaborate with the Chamber of Commerce and the Violence Prevention Coalition of Bedford to educate about Diversity Training for Bedford businesses. In lieu of scheduling large group training, we continued to work with the Chamber of Commerce to add materials related to diversity and cultural competence to the Chamber website. We plan to continue to offer small group training by request. Total Bedford businesses trained to date remains at forty-four.

Regionally we continue to be active in the Northwest Suburban Health Alliance, or CHNA 15, the 12-town public health region that serves Bedford. We also worked on and completed the Implementation Phase of our 18

HUMAN SERVICES

Youth and Family Services

-month Healthy Communities planning grant with our award of \$25,000 in DoN funds from Lahey Clinic last November for “Healthy Bedford by Design.” These Planning and Implementation efforts afford Bedford the opportunity to ensure healthy community principles are guiding community planning efforts and project implementation ideas. This grant is overseen by a task force known as Healthy Bedford and includes partners from local government, the state, and citizen advisory boards. We continued to participate in quarterly consultation meetings with communities who are also implementing their planning efforts and report or present regularly at bi-monthly CHNA meetings. Our Healthy Bedford task force successfully worked with DPW and Bicycle Advisory Committee on a Pedestrian/Bicycle Master Plan for Bedford and completed an analysis for the Selectmen about local options to respond to resident transportation needs. Our Healthy Bedford Coordinator was supported as a part-time Town position in next year’s budget at Annual Town Meeting, and we are grateful that the Selectmen, Finance Committee, and residents see the benefit in this staffing going forward after six years of grant funding.

Statewide, we are active with the Massachusetts Municipal Association Human Services Council, or MMAHSC, formerly known as Local Officials Human Services Council, (or LOHSC) the human services arm of the MMA, and serve on the Executive Committee as Treasurer again this year. We continue to sit on the Young Adult Initiative Board of the Metro South West Regional Employment Board, now known as Partnerships for a Skilled Work Force. We serve on the Regional Early Childhood Advisory Council which provides childcare assistance for working families of pre-school children.

Resource and Referral

Our office has had approximately 6000 resident contacts this year in several of our services and youth events. We documented about 2000 specific contacts with over 620 residents and have fielded over 1100 calls, 330 emails, and 300 generic visits to the office. We distributed about 155 new resident packets.

We continued to be available to work with the Town Manager to ensure community efforts towards Bedford’s continued fight against hate and bigotry in collaboration with the Violence Prevention Coalition of Bedford (VPC). On behalf of VPC we were pleased to see the code of conduct for field use for sports activities made into signs by DPW and posted at all the fields. We also continue to work with VPC, the Bedford Police Department, and local clergy in support of gun safety through a local gun buyback program. The VPC provided technical and financial support to the Bedford Embraces Diversity community coalition and their first Multi-cultural Festival.

Though this was our year to distribute the ninth edition of the Community Social Services Reference Guide, we completed the updating process and decided not to print a new edition. The changes were not that significant to warrant the printing or mailing expenditure. We updated the Guide on our website and may decide to print another edition at a later date.

Youth Empowerment

Our Prevention Coordinator continued collaboration with the Middle School on a successful after school program. We again offered fall, winter, and spring programs for a total of 50 registrations. We were fortunate to have a total of 4 Middle School teachers/staff and 2 community instructors offer a total of 6 classes and activities.

HUMAN SERVICES

Youth and Family Services

The Peer Mentoring program was quite successful this year as an After School option as part of the activities offered in the Corner, the youth space in Town Center overseen by the Recreation Department.

Other projects the Prevention Coordinator worked on include an After School Video Production Club jointly run with Bedford TV and participation in the Bedford Youth Task Force and the Bedford Public Schools Wellness Council.

Job Match continues to be an important resource for residents and a rewarding learning experience for teens. Many students who would otherwise have not been able to find work have found employment through Job Match. We have had approximately 100 contacts related to that service with about 58 matches. The number of students throughout the year signed up to work averaged 33. Many satisfied residents have participated in this service for years.

Working under the auspices of the Bedford Community Partnership (BCP) and its Youth Task Force, we continued the work with the Schools, Police, Recreation, and Health on our local policy on youth. We continue to maintain our fifth award as one of America's **100 Best Communities for Young People**, though there again was no new application or award this year from America's Promise Alliance. For the eleventh year in a row, we coordinated the "Bedford Families Unplugged" event in November and continued the second unplugged event in March. This involved a calendar for November and one night of each month designated as no homework, no sports events, no night meetings evenings and encouraging families to 'unplug' and spend time together in face-to-face interaction.

We continue to use the Healthy Bedford, formerly Bedford in Motion, website to promote healthy lifestyles and health and wellness resources for families to address high Body Mass Index (BMI) rates, especially in children, and the promotion of "Healthy Bedford/Healthier Dining" initiative in conjunction with the Health Department. This website also incorporates the Safe Routes to School (SRTS) initiative begun five years ago in initial collaboration with Health, Bedford Public Schools, Police, and Bicycle Advisory Committee and which involves designated days for students to walk or bike to school as well as on site bicycle and pedestrian safety training at the two elementary schools. All eligible Bedford schools have signed on to SRTS - Lane, Davis, and John Glenn Middle School - and participated in events this past year. Bedford received a positive response to an application we submitted on behalf of the John Glenn Middle School for a SRTS Infrastructure Assessment, and is in the queue to receive funds for a project developing better student walking access to the school.

We collaborated with the Bedford Chamber of Commerce on the fourth RAY (Recognize Ayouth) Award, which was established to identify a high school age young person who performs outstanding service to the Bedford community and/or who by their actions are excellent role models for their peers. The fourth award was given at the Chamber's Annual Dinner in January.

FY 2016 PROJECTIONS

We are continuing our efforts to maintain our accessibility to the community at large. We plan to continue to ensure public awareness about our services through our seasonal newsletter, up-to-date website, regular press releases, and new resident packets. We plan to

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Youth and Family Services

continue to be on the lookout for new ways to better educate youth and parents about tobacco, alcohol, and substance use and abuse. We will continue to support the Selectmen, Recreation, and the community in their response to maintaining adequate youth space, following up on the continued success of the Corner again this year for middle school youth. In addition to continuing our ongoing projects like coordinating the Youth Risk Behavior Survey, sponsoring the Safe Homes Program and the Peer Mentor Program, we are planning the following special tasks for next year:

- Enhance parent education web based resources and offerings for the community.
- Assess viability of a twelfth Bedford Families Unplugged event November 2015 in conjunction with Bedford Community Partnership, Selectmen, Schools, and parent associations, and coordinate if deemed appropriate.
- Plan and coordinate with Violence

Prevention Coalition and other community groups events and activities ensuring Bedford as a community welcoming of diversity and free of hate and bigotry.

- Provide administrative oversight and support of Healthy Bedford including on-going initiatives like Safe Routes to School and Healthy Dining in conjunction with Board of Health and on behalf of the Youth Task Force and enhance sustainability of the efforts long-term.

Collaborate and coordinate with Bedford, Burlington, Metropolitan Boston Housing Partnership, Eliot Community Human Services, and Minuteman Senior Services on developing hoarding case management capacity in the two municipalities.

DEPARTMENT OF PUBLIC WORKS

Roy E. Sorenson, *Director*

PURPOSE

The primary function of the Department of Public Works is to provide municipal services to residents, businesses, and visitors in Bedford. These services include snow and ice removal, stormwater drainage, water supply and distribution, sewage collection and pumping, vehicle fleet maintenance, improvement and maintenance of roads and public property, maintenance of parks, athletic fields, and cemeteries as well as engineering services. The Department of Public Works is

comprised of eight major divisions including Highway, Mechanical, Sewer, Water, Grounds, Refuse/Recycling, Engineering and Administration.

EMPLOYEE STATISTICS

Full-Time Grounds:	8.0
Full-Time Sewer:	5.0
Full-Time Highway	7.0
Full-Time Water:	4.0
Full-Time Mechanical:	4.0
Full-Time Seasonal Labor:	2.3
Full-Time Administration /Engineering:	13.4

DEPARTMENT OF PUBLIC WORKS

FY15 HIGHLIGHTS

Engineering Division

In FY15, the Engineering Division was involved with capital improvement projects such as the on-going cleaning and lining of water mains, the reconstruction of the School Way/Elm Street area, rehabilitation of the 20-inch diameter sewer force main, the new sidewalk on North Road, the environmental permitting for Middlesex Turnpike Phase 3, conversion of 600 street lights to LED lamps and the roadway and bikeway repaving projects. The Geographical Information System continues to expand data layers and has been a valuable tool for better asset management. The staff provided technical assistance and coordination for the Bedford Trails Committee, the new Fawn Lake subcommittee studying the aquatic vegetation issue, and the Bicycle/Pedestrian Master Plan. The Engineering Division also prepared information to successfully appeal FEMA's determination of the new flood elevations along the Shawsheen River, which would have been a significant impact on many properties.

Highway Division

The Highway Division is responsible for the maintenance and improvements to the Town's infrastructure including 80 miles of roads and 31 miles of sidewalks and bikeways. Integral functions of the Division include snow and ice removal, pavement management, drainage system maintenance, pavement markings, traffic signal maintenance, and sidewalk repairs. As a part of the FY15 Pavement Management Program, Dunelm Road, Gray Terrace, Hume Road, Old Burlington Road, Elm Street, Maple Street, School Way, Rodney Road and Foster Road were reconstructed and Hartwell Road and the northern section of Middlesex Turnpike were milled and paved. This required almost 4 miles of restoring roadway edges, using loam from our yard waste composting efforts. The Pavement Condition Index, PCI, for all Town roadways

remained consistent at 65. The Highway Division also completed the resurfacing of the Minuteman Bikeway, which included removal of tree roots that had penetrated the surface. The Highway Division added drain lines on Washington Street and Princess Pine Drive and assisted with the site work to install the modular classrooms at Davis School. The sidewalk network expanded with the construction of new concrete sidewalks and granite curbing along School Way and the new bituminous sidewalk on North Road. The Division recycled approximately 90 tons of asphalt for use in winter pot hole patching. During the record breaking winter, the DPW handled 35 snow/ice events for a total of 122 inches of snow, including the State of Emergency issued for the January 26-27 blizzard. The DPW participated in the Town's inter-municipal agreement with Hanscom by sending a truck to pre-treat their roadways with salt-brine before three predicted snow storms.

Mechanical Division

The Mechanical Division is responsible for the preventive and emergency maintenance of approximately 100 Town vehicles. This includes purchasing, diagnosing, and repairing the Town's fleet of automotive, specialized, small and heavy equipment. In FY15, the Mechanical Division continued to recycle tires,



DEPARTMENT OF PUBLIC WORKS

parts cleaner and waste oil, all of which have a beneficial reuse in other components. The harsh winter conditions and heavy February snowfall were especially challenging for the Mechanical Division. Long hours and extreme workloads took a toll on the Department's equipment. The employees of Mechanical worked diligently to ensure the snow removal equipment remained in service.

Sewer Division

The Sewer Division maintains the sewerage system including 30 pumping stations and 90 miles of collection infrastructure. The Division provides routine maintenance to ensure a free-flowing system and responds to emergencies to correct clogged or surcharged sewers. The Sewer Division also oversees the filter system pumps at Springs Brook Park. The Sewer Division was involved with a contract to install 2700' of high-density polyethylene liner in the Town's sewer force main through a section of Lexington and is working with Weston & Sampson on the design to line the remaining 8,000' in FY16.

Water Division

The primary function of the Water Division is to maintain and operate the Town's water distribution and water treatment system, which includes 92 miles of water mains, 3 wells, 3 water storage tanks, approximately 811 fire hydrants and 6,000 water meters. The Water Division annually performs approximately 1,300 backflow inspections to protect the water distribution system from non-potable sources. Other primary functions of the Water Division include ensuring water quality by routine testing, leak detection and emergency repairs to the distribution system. In FY15 the Town used 573 million gallons of water. During the summer of 2014, nitrification due to elevated water temperatures and Bedford's location in the MWRA system continued to be the reason for a number of non-harmful total coliform

detections. In response to this, the Water Division oversaw cleaning and lining of water mains on Shawsheen Road, Page Road and Maple Street and installed a chemical dosing station at our two large standpipes to enhance chlorine disinfection. The Division also participated in routine sampling for research being conducted by UMASS, and the USGS is using one of the Town's monitoring wells to assess groundwater depths.

Grounds Division

The Grounds Division is responsible for the maintenance for 130 acres of athletic fields, parks, school grounds and historic sites. The Grounds Division also maintains five playgrounds, 10 hard courts and the bike paths. These areas are utilized by Town residents, the School Department, the Recreation Department and various other Town and volunteer-sponsored programs. The Division's responsibilities for these areas include turf maintenance, landscape maintenance, trash collection, as well as site amenity maintenance. The Grounds Division maintains all public trees along the Town's roadways and publicly owned areas to sustain an aesthetic environment while protecting the community from any hazardous situations. Tree planting is an integral part of this process. Another primary function of this division is the daily operation at the Shawsheen Cemetery including performing interments and maintaining 21 acres of grounds. Work also includes the maintenance and care for The Old Burial Ground on Springs Road. During FY15, major projects completed by the Grounds Division included the installation of a computer operated irrigation system throughout the Town for fields, parks and Town campus. The Grounds Division also played an instrumental role in the completion of a Preservation Plan through a grant from The Massachusetts Historical Commission for the historic section of Shawsheen Cemetery.

DEPARTMENT OF PUBLIC WORKS

Refuse and Recycling Division

The Administration Division also administers all refuse and recycling programs and contracts. During FY15, the community efforts diverted 1,909 tons of recycling materials from going to the incinerator and realized a cost savings of \$130,929 in disposal fees. In total, 3,946 tons of refuse were disposed at the Covanta waste-to-energy plant in Haverhill. Also, the Town gained a credit from the collection vendor, Republic Services, Inc. for the paper recycling rebate program in the amount of \$9,351 for 971 tons of paper. The Town held several special recycling collections at the Public Works building that included paper shredding and gave residents the opportunity to recycle metal, rigid plastics, tires, fluorescent lamps, batteries and styrofoam.

Administration Division

The Administration Division is responsible for the management of the entire public works operation, which includes fiscal budget control, capital improvement planning and project

management, utility billing and permitting, outside engineering services, grant preparation, and processing along with FEMA disaster reimbursement processing. The Administration Division, along with all other divisions within Public Works, assists in the annual events of the Town including Pole Capping Day, Memorial Day, Veterans' Day, 4th of July, Bedford Day, Arbor Day and Concerts on the Common.



FACILITIES DEPARTMENT

Taissir Alani, *Director*

The Facilities Department was established in 1997 to protect the capital investment made by residents of Bedford in their public facilities. The department provides maintenance, custodial and construction management services in a cost-effective, customer-oriented manner while working to maintain a safe, comfortable and functional environment for all building occupants.

The department handles various aspects of the Facilities Management including: administration, building maintenance,

custodial services, procurement, projects design & construction administration, energy and utilities, real estate leases. Administrative responsibilities include operating and capital budget management, purchasing, accounts payable, maintenance management system administration, energy management, and environmental and regulatory compliance. Many of these responsibilities require managing separate accounts to track both School and Town operating and revolving fund expenses.

Maintenance activities include scheduled preventive maintenance and the routine and

FACILITIES DEPARTMENT

emergency repair of all building systems, weekend building checks and on call emergency response services.

Custodial Services include daily and periodic cleaning, integrated pest management, non-hazardous waste disposal, recycling, general safety/security and custodial coverage for special events. Project management responsibilities include defining the scope of work for each capital project, procuring and managing design services, reviewing design documents, the bidding of projects, construction contract management, and overall project management.

EMPLOYEE STATISTICS

Town Funded Full-Time: 7.6
School Funded Full-Time: 24.5

Building Statistics

Town Buildings (17): 196,127 sq. ft.
School Buildings (4): 510,907 sq. ft.
Total: 707,034 sq. ft.

Custodial

This division implemented a new annual cleaning procedure for School buildings.

	FY15	FY14	FY13
Repairs:	1663	1,579	1,150
Preventative Maintenance:	1998	1,931	2,024
% Completed	100%	54%	74%

Following the design for Town buildings, that have no protracted period of non use, certain tasks historically performed during the summer vacation period are now being performed during the winter and spring vacations. This has allowed an overall more effective use of time resulting in more effective annual cleaning of the buildings.

Maintenance

The Facilities Department uses a Computerized Maintenance Management System to manage preventive maintenance and requests for repairs. The preceding table shows the number of repair and preventive maintenance (PM) requests for the past three fiscal years and percentage complete.



AC Split ductless system and vent at Fire Station

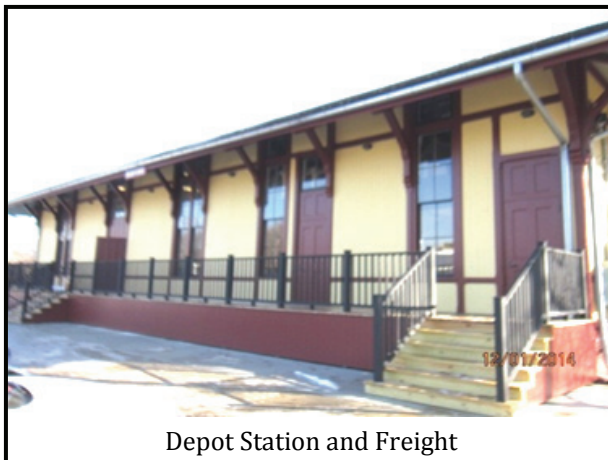
In addition the maintenance staff contributes considerable time and resources with various issues in relation to the Capital Projects listed below:

- Police Building:
Cooling Tower.
Roof repairs.
New carpeting in records room.
- Fire Station:
Demand control ventilation upgrade (energy efficiency).
Plymovent improvements for vehicle exhaust.
AC Split ductless system and vent for attic radio room.
- Public Library:
Phone System Upgrade: Facilities procured and installed a Voice over IP phone system (VOIP).

FACILITIES DEPARTMENT

Exterior LED lighting.
Repairs to chiller and associated pipes
due to major break up.

- Town Center:
COA Entrance Post Repair.
Generator coverage expansion.
- DPW:
Block Heater Replacement to
emergency generator.
- DPW Seasonal Storage.
- Depot Station and Freight:
Exterior restoration and renovations
of Station.
HVAC (AC and Heat Pumps) upgrade
to 4 rental units.
Electrical Upgrade to building to
comply with electric code.
Door replacement to Freight
(main door).
ADA Compliant Restroom.



Depot Station and Freight

- Town Hall:
Exterior entrance painting
Window repairs to make them
operable.
The start of the design phase and
bid process for the TH-MEP project.



Davis School

- Davis School:
ADA compliance measures
(main entrance).
Modular classrooms construction.
Exterior wall lighting
(energy efficiency).
Roof program maintenance.
Security upgrades to access
system (capital).
Elevator controls replacement.
Student Tile project.
- Lane School:
Water heater replacement.
Security upgrades to access
system (capital).
Interior space needs/program
Modifications.
Fridge and Freezer installation.
Exterior wall lighting
(energy efficiency).
Student Tile Project.
- JGMS:
Interior space needs/program
Modifications.
Exterior wall lighting
(energy efficiency).
Generator Controller repair.

FACILITIES DEPARTMENT

- BHS:
 - Interior space modifications.
 - Exterior wall lighting (energy efficiency).
 - Press box.
 - Sabourin Field lighting controls.

Energy Management

The Facilities Department continues to seek ways to conserve on energy use. As the prices of the electricity and natural gas commodities are expected to rise in New England, more emphases is being put on saving energy. Maintenance calls that impact energy use are being addressed immediately. Building custodians have been reminded and trained to report any abnormal conditions.

Due to a very cold 2013/2014 winter season, the use of natural gas went up while the use of electricity went down due to a shorter cooling season.

FY16 PROJECTIONS

Administration

Facilities will continue to build up the VFA Asset Management System.

Facilities will plan, procure and bid some of the capital projects for the summer of 2015. Several projects, including space studies, are being drafted for RFQ's/RFP's.

Custodial

The Custodial division will continue to improve the methodology in which buildings are cleaned. For the schools, the implementation of the new cleaning schedule will be modified as needed during school vacation to maximize the efforts and attention to other areas during the "Summer Clean Up and Maintenance."

With the increase in use of buildings after hours due to paid and non paid detail events, staff will be evaluating the role the custodians will be taking in preparation, cleaning, and break down of these events.

The Custodial division will be evaluating the need to return to previous staffing levels at the Davis and Lane School.

Maintenance

The Facilities Department will continue to work to improve the completion percentage for preventive maintenance and repair work orders.

The Maintenance division will continue to assist with the implementation of the six year capital projects plan.

Capital Projects

The Facilities Department plans to complete all Town projects according to VFA and the Town funding of projects.

EDUCATION

Bedford Public Schools

Jonathan Sills, Superintendent

PURPOSE

The Bedford Public Schools will develop skillful, reflective, lifelong learners who think

critically and creatively and who are informed, responsible, and productive global citizens. The school community will provide a safe, respectful, and inclusive environment in which the unique intellectual, social, ethical, and

EDUCATION

Bedford Public Schools

emotional growth of each learner will be realized.

POPULATION

Bedford's student body has grown increasingly complex during the past several years. In FY14, our total school population was 2,509, with 587 at our K-2 Davis School, 535 at our grades 3-5 Lane School, 530 at our middle school, JGMS, and 869 at Bedford High School. Students from low income families comprised 13.2% of the population, non-White students 28.8%, students receiving special education services 16.8%, and English language learners, 5.5%

KUDOS

Boston Magazine ranked the Bedford Public Schools as the fifth best district in the Greater Boston area. And Niche.com ranked Bedford High School 17th in the state and in the top 2% nationally. While affirming that we are an excellent school system, the disparities between the Boston Magazine ranking and the Niche.com ranking remind us of the importance of interpreting these assessments and their differing methodologies as positive indicators rather than as hard science. Neither the complexities of public education nor the value of our rich thinking-based curriculum can be captured by standardized test scores or aggregate class size averages that are impacted by the number of small classes required, for example, for special education instruction.

OPERATIONS

The Bedford Public Schools district consists of two elementary schools, a middle school and a high school. In addition, the Bedford Public Schools is a member of three special education collaboratives (EDCO, CASE and LABBB). Moreover, the Town of Bedford is one of five founding members of the Shawsheen Valley

Technical High School. The student body reflects an increasing diversity with students from Bedford, Hanscom Air Force Base, and Boston (through our participation in the METCO Program), a growing ELL (English Language Learner) population, and in recent years, a significant homeless population living in a local hotel. The school system also offers an Integrated Pre-K special education program. The day-to-day operation of the Bedford Public Schools is under the supervision of the Superintendent, Jon Sills. The policy-making body for the Bedford Public Schools is the Bedford School Committee. The Bedford School Committee consists of five (5) elected members, for terms of three (3) years.

The goal of the Bedford Public Schools is to provide a well-rounded balanced education that is child-centered. The curriculum of the schools aligns with the Commonwealth's guidelines. To effectively meet the needs of each child and deliver the 21st century education program to our children, we establish goals for maximum class size. Effective budget development enabled us to move closer to our class size goals and significantly reduce the number of classes exceeding our guidelines.

SELECTED SYSTEM HIGHLIGHTS FOR FISCAL YEAR 2015:

CURRICULUM AND INSTRUCTION

- **Academic Core.** Engaging all students as active, critically thinking learners, Bedford's K-12 curriculum and instruction incorporated key elements of the Common Core/Massachusetts Frameworks as well as Bedford's own learning objectives. These K-8 learning objectives, expressed as end-of-year learning goals, have been added to the district's website,

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www.bedford.12.ma.us/

- To ensure that all students achieve these objectives, teacher teams continued to develop and implement common assessments that measure students' understanding of key concepts, subject-based skills, and cross-disciplinary thinking skills.
- Teaching higher order thinking skills
 - through student-centered, "minds-on" instruction, teachers across the four schools created learning experiences that were highly engaging. For example:
 - Kindergarteners created a simulated community through their annual Bedford Town, a cross curricular learning project.
 - Second graders wrote persuasive essays using evidence to support

Goals for Maximum Class Size

	# of Students Per Class Goal	October 1, 2013 Average	October 1, 2014 Average
Kindergarten	18	23	21
Grades 1 and 2	21	21.4	21.5
Grades 3	22	22	21.5
Grades 4-5	24	22	21.5
Grades 6-8	<25	21 classes (8 cores) over guideline	9 classes (1 core) over guideline
Grades 9-12 Introductory and College Prep	≤ 18	12 majors over guideline	7 majors over guideline
Honors and High Honors/AP	25	22 majors over guideline	5 majors over guideline
Enrollment & Staff			
Professional Staff		260.89 FTE's*	274.85 FTE's*
Non-professional Staff		63.5 FTE's	71.65 FTE's
October 1 Enrollment		2,509	2,494
Post Secondary 4 Year College		90%	82%
Post Secondary 2 Year College		6%	12%

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their arguments.

- Fourth grade students created digital portfolios of their learning and reflected upon their progress each week.
- Fifth graders devised creative solutions to technical problems through their annual Invention Convention.
- Seventh grade technology and math students used their math to plan and construct bridges that were required to bear a certain weight.
- Eighth grade art students researched social issues and created visual public service posters depicting their perspectives.
- Ninth grade English students wrote I-Search papers through which they recorded and reflected upon their own process of research.
- Tenth grade social studies students translated research into documentary videos.
- Eleventh grade foreign language students created documentaries about their families using their target language.
- Davis and Lane Schools had their third year of Running Records transition from Rigby to Fountas and Pinnel with its greater emphasis on reading

comprehension.

- Utilizing the new educator evaluation system, teachers set improvement goals for their own practice and for student achievement. By organizing around a few common focus areas, like increased “just-in-time” assessment to monitor student understanding, the whole district moved forward on a common path.

Extra-curricular. Beyond the classroom, a majority of students participated in extended learning opportunities through our robust athletics program, our annual K-12 Art Show, special interest and service clubs, talent shows, musicals, plays and concerts. In addition to the annual eighth grade Washington, DC trip, scores of students enjoyed travel experiences to Costa Rica (environmental), the Dominican Republic (service) and Europe (cultural).

ACCOUNTABILITY

Bedford continued, as a district, to meet the federal guidelines of No Child Left Behind and Race to the Top. Bedford High School earned a Level 1 rating and the district as a whole earned a Level 2 rating in the state’s new Progress and Performance Index (PPI) rating system.

- Without teaching to the MCAS test or narrowing our curriculum, Bedford High School students scored 99% Advanced or Proficient in ELA on the state-wide assessment and BHS. In math, 95% of our 10th graders scored Advanced or Proficient, with a full 76% scoring Advanced.
- Additionally, Lane’s 3rd graders scored

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91% Advanced and Proficient in math, our JGMS 6th graders scored 88% and our 8th graders scored 91% Advanced and Proficient in ELA; and our third graders scored 91% Advanced and Proficient in math. At the same time, we identified areas in need of improvement, especially in our elementary and middle school special education students' MCAS math scores.

- Bedford's graduates were well-prepared for college and other post-secondary pathways and were admitted to a wide range of private and public universities, military academies and the armed services. A sample list of colleges Bedford's 2015 graduates are attending may be viewed at http://www.bedford.k12.ma.us/images/stories/pdfs/bhs/counsel/college_profile.pdf. This year our percentage of two year college enrollees increased by 6% and our four year college enrollees declined by 8%.

STRATEGIC OBJECTIVES AND INITIATIVES

- Coherent, Global, Higher Order Thinking Curriculum/Minds-on Learning
 - With global content already imbedded in grade 2, 6, 7, 8 and 10 social studies curricula, in the 12th grade Global Voices and AP Environmental Science courses, and throughout the foreign language curriculum, the schools continue to seek additional ways to integrate global learning.
 - Our students' higher order thinking skills are developed through engagement with challenging multi-step analytical, research and reasoning tasks, problem-solving challenges, and

project-based learning that requires planning, collaboration and creativity.

- Equity: Teaching All Students
 - Equity and Diversity. Significant work was done across the district to promote equity and diversity including, but not limited to: reviewing all literature to ensure that students are exposed to different cultural perspectives; rewriting the essential questions and enduring understandings for the 6th and 7th grade social studies curricula and transforming the 8th grade social studies curriculum (previously European middle ages to Renaissance history) to focus instead on civics and civil rights (with an examination of identity and social responsibility using Facing History and Ourselves curriculum materials and tying in with greater relevancy to the end-of-year Washington, D.C. trip); implementing the Teaching Tolerance social emotional curriculum in grades K-2; conducting intensive professional development (through the Equity and Diversity committee) in cultural proficiency; training the high school peer leaders in cultural proficiency practices; integrating new texts into the K-2 read aloud curriculum; and exploring commonalities and differences and practicing empathy exercises in grades 3-5.
 - Special Education. Two important new special education programs were created during the 14-15 school year for implementation in FY16: the STEP program (a sub-separate program for students with significant social

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emotional challenges including school refusal) and SAIL (an autism program for grades K-2). Meanwhile, during the FY15 school year, we transitioned from the practice of pulling students with moderate special needs out of classrooms for support to “pushing special educators into” the classrooms to support the students’ learning. This was done extensively at Davis utilizing a new “cluster” model of support staff organization, in which reading, English Language Learner teachers and special educators are clustered with three classroom teachers. Similarly, a full inclusion model for children with Down Syndrome was implemented at Lane School, and plans were made to significantly increase “push in” services in FY16 at Lane and JGMS.

- At the same time, seeking ever better ways to serve our out of district students, the district leadership began working with colleagues belonging to the EDCO, CASE and LABBB special education collaboratives to explore areas for increased collaboration up to and including some form of merger.
- Support Programs. Throughout the district, work on regular education interventions continued, with the creation of new programs like the Lighthouse Program for students transitioning back to the high school from hospital stays or coping with concussions, or the increased staffing of the Skills Center at JGMS, or the budgeting for an FY16 after school homework help program at Lane School.

- Student Stress and Policies. JGMS and BHS paid close attention to student stress, with JGMS holding its second annual Stress-Free day, and BHS responding to student survey information by creating a committee to re-examine class rank.
- Effective Communication with Parents and Community
 - Responding to parents’ calls for increased communication, the Davis School regularly communicated the social-emotional curriculum’s learning objectives and activities used to advance them; Lane and Davis improved their consistency in notifying parents when their children are recommended for Tier 2 and 3 interventions; the Library and Technology department published a bi-monthly newsletter highlighting technology and organized our second annual Technology Showcase which was open to the public; the district published its first bi-annual Progress Report and mailed it to all Bedford residents.
 - K-5 Learning Expectations in math, English, science and social studies were completed and posted on the web. Work on exemplars began.
- Collaborative Professional Culture
 - The district continued to provide time for teacher teams to develop common assessments, share instructional strategies, review student work and achievement results, and plan instructional improvements. Teacher teams met during the summer to

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engage in curriculum work. And on teacher Wednesdays, they used their release time for professional development and additional collaborative work (interdisciplinary curriculum planning, sharing instructional strategies, calibrating common assessments, and discussing individual students and their learning or social-emotional needs).

- Technology. The technology department coordinated the second annual Technology Showcase to educate the public about Bedford's transformative uses of instructional classroom technology. As with the school-based showcases, students demonstrated the student-centered instructional uses of the various technologies. The district took initial steps towards developing and implementing a K-12 programming sequence. All elementary and middle school students and many high school students took part in an Hour of Code, a national initiative to introduce students to technological problem-solving skills, and more in-depth work is being integrated into all four schools.

MEETING MANDATES AND ADDRESSING EXTERNAL DEMANDS

- McKinney-Vento. The district dedicated significant time and resources to following McKinney-Vento regulations for educating the children of homeless families. Our teachers worked hard to integrate approximately 25 students many of whom have had significant interruptions to their education. At the same time, the central office dedicated a major portion of one of our executive assistant's time to coordinating homeless transportation for approximately 50 additional students. Our guidance counselors and administrators worked closely with agencies and families to address their needs.
- RETELL. Approximately one third of our teachers who have at least one English Language Learner in their classrooms took the mandated graduate level course, RETELL, in order to learn how to better meet the needs of ELL students, to comply with regulations and to maintain their licensure.
- Common Core. Under the guidance of our principals and curriculum leaders, all teachers integrated Common Core/Massachusetts Frameworks standards into their teaching.
- PARCC. The district administered the PARCC assessments to grades 3 through 8, which required an extensive amount of our administrative and technology staff extensive planning and in-the-moment adjustments. Simultaneously, the district contributed to a Massachusetts Association of School Superintendents' position paper on standardized assessment that, while agnostic on which is the best new generation assessment, argued:
 - that the purpose of standardized assessments should be instructional improvements rather than accountability,
 - and delineated clear criteria for how to roll out such assessments in ways that support rather than detract from teaching and learning time.

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- New Educator Evaluation. The district implemented the third year of the New Educator Evaluation System in a manner designed to advance district goals: building curricular and instructional coherence around higher order thinking and conceptual understanding; addressing the individual learning needs of every student; and integrating instructional and communication technology to advance these learning goals.
- Restraint Training: Our own trainers provided both initial and refresher training to teachers, counselors and administrators.
- Anti-bullying Programming and Training: Adding to extensive anti-bullying education work that has long been a hallmark of social emotional learning at JGMS and has been strongly present in the other schools, the district added new reporting protocols to meet state requirements.
- NEASC: The district leadership continued to provide leadership to the work being done across New England to reform of accreditation process.
- Teacher Professional Development. Teachers participated in a wide range of professional development learning opportunities across the district attending workshops, teaching each other, and both attending and contributing to conferences. A few examples include:
 - Teachers at the high school created their own educational conference and used one of the district's three professional days to teach each other on topics ranging from technology integration to engagement strategies. A second professional day was devoted to district-wide professional development around a range of diversity related topics.
 - Teachers participated in state-mandated trainings for English Language Learners, restraint, bullying prevention, as well as district-mandated training in anti-racism.
 - Teachers across the district took advantage of professional development offerings at EDCO, Harvard Teachers as Scholars, Facing History and Ourselves, MASSCUE, EdCamps, discipline specific conferences, and a wide range of graduate programs. All new teachers attended a new teacher induction course and were paired with mentors. The high school principal and the superintendent co-led workshops at the annual METCO conference and the annual Massachusetts

PERSONNEL AND PROFESSIONAL DEVELOPMENT

- Contract. The administration and the Bedford Educators Association representing the administrative assistants entered into contract negotiations.
- New Special Education Director The district appointed Marianne Vines, formerly interim director, to the position of Special Education Director.

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Association of School Superintendents conference.

- Teachers used their Teacher Collaboration Early Release Wednesdays to meet together to: create cross-disciplinary units; develop common rubrics for assessing writing; bring special education and regular education teachers and assistants together to address the needs of individual students; participate in instructional technology workshops led by our IT staff; etc.
- Over the summer and during faculty meeting time, the district's own curriculum experts as well as outside consultants conducted teacher training workshops and led curriculum development work, for example, in: English Language Arts literature audits, special education/regular education co-teaching, calculus, chemistry, Spanish and social studies.

Special Education placements through the development of in-house programming. We took steps to close the technology gap at Davis and Lane with major infrastructure projects and modest increases in instructional technology hardware and software. Through a wide range of interventions and unique programs, we continued to work to close achievement and opportunity gaps at all four schools.

- We are so appreciative of the financial support received from our parent associations (BEST, MSPA, BHSPA, POMS, Artlink, BAA and team-based parent associations) and the Bedford Education Foundation (BEF) which helped fund Hokki stools, portable word processors, Sphero robotic balls, an Ion Air Pro Camera, student agendas, DC Chaperone Bags, Nature's Classroom scholarships, DC Trip scholarships, 3D printer supplies, Tenacity Challenge scholarships, teacher luncheons, and teacher appreciation gifts to name a few. Parent volunteers provide important staffing support in our libraries and at recess.

PARENT AND COMMUNITY SUPPORT

- The FY15 budget enabled us to significantly reduce the number of overpopulated classes and add classes to accommodate the enrollment surge at Davis School. Our budget enabled us to continue to provide a well-rounded education for all students, with rich curricular offerings in the core academic subjects, the arts, technology and physical education. We were able to move to a full inclusion program for a student with Down Syndrome and further reduce the number of students out of district

FACILITIES

- Capital Planning. The district worked closely with the other Town departments to create a six year capital plan. Key components of the schools' six year planning include:
 - Annual technology budgeting to include cyclical replacements of infrastructure equipment, large scale hardware like interactive projectors, and desktop and laptop computers (previously addressed in

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the operating budget).

- Placeholders for building project additions and temporary modular classrooms at Lane, Davis and JGMS
- Closing the technology gap at Davis, Lane and JGMS: last phase of the wireless infrastructure project at JGMS and the first of two phases at Davis and Lane.
- Enrollment. Commissioned an enrollment study using NESDEC, the New England School Development Council, to provide data relevant to a decision about long term facilities planning for Davis, Lane and JGMS.
- MSBA. Submitted Statements of Interest to the Massachusetts School Building Authority for small additions at Davis, Lane and JGMS.
- Modular Classrooms. Installed two modular classrooms and a linking hallway at Davis School.
- Security. Installed shatterproof film on glass doors at all four buildings per the recommendation of the Security Task Force.
- Energy Efficiency. The Facilities Department continued to promote energy efficiency projects in the four schools.
- Space Modifications. A small number of school-based facilities projects were completed in FY15: for example the modification and repurposing of teacher preparation space at JGMS to accommodate the SAIL special ed program.

- Athletics: Work began to replace the press box at Sabourin Field.

FISCAL MANAGEMENT

- Developed a six year capital plan for the schools in conjunction with the other town departments and established the importance of providing sufficient resources to maintain our technological infrastructure, our student information services, our digital communication capability and our technology reliant instructional modalities.
- Implemented a budget designed for programmatic changes and additional personnel needed to:
 - Maintain expected level of educational excellence, rich curricular offerings and needed academic and social emotional support programs.
 - Meet state and federal mandates (Common Core, ELL/WIDA, the New Educator Evaluation System, the impending PARCC assessments, and McKinney Vento).
 - Address a fast growing population at Davis School.
 - Expand and create cost-saving in-house special education program.

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Charles Lyons, *Superintendent*

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2015 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 45th anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

Shawsheen Valley Technical High School (SVTHS) is one of 26 regional vocational technical school districts in Massachusetts. One thousand three hundred sixty-two (1,362) high-school students were enrolled in SVTHS's day school programs in October of 2015, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2015, SVTHS graduated 334 seniors. Fifty-four percent (54%) of the graduates planned to attend college or other post-secondary schooling in the fall. Thirty-nine percent (39%) of the students intended to continue working in their trade with another one percent (1%) working in another field after graduation. In addition, two percent (2%) entered the armed forces and four percent (4%) were undecided about their future plans.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs one hundred forty-four (144) full-time teachers as well as eleven (11) paraprofessionals. Of those full-time teachers, fourteen (14) are department chairs, and

seventeen (17) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

Outstanding MCAS Achievement and Growth Scores. En route to maintaining the school's level-one status in the Spring of 2015, Shawsheen sophomores continued to outperform all vocational sophomores on MCAS measures of (a) achievement, measured by the Composite Performance Index (CPI), and (b) growth, measured by the Median Student Growth Percentile (MSGP).

Shawsheen has consistently attained level-one status since the state introduced the five-tier rating system for school performance three years ago. The most recent CPI scores (ELA, 99.8; Math 92.2; and Science 96) were strong, and the MSGP scores, conspicuously pre-eminent. A typical school or district in the Commonwealth would have an MSGP of 50. Shawsheen's ELA MSGP of 75 ranked eleventh *among all schools* in the Spring of 2015, and its Mathematics MSGP of 65 ranked in the top twenty percent *among all schools*.

With respect to objective, statewide measures of student performance, Shawsheen must certainly be considered a "Dream School," as it was recognized by the Boston Globe in September of 2013.

Adams Scholars. Shortly after recognizing the superior performance of Shawsheen's sophomores, the Department of Elementary and Secondary Education lauded the school's senior class by naming ninety-one (91) of its members recipients of the John and Abigail Adams Scholarship Award.

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Curriculum Revision. In compliance with course-content changes promulgated by the Massachusetts Core Curriculum and in anticipation of specific modifications in state-mandated testing aligned with those changes, SVTHS completed a 4-year phase-in of College Preparatory (CP) courses—each aligned with Massachusetts Core standards and each offered at three levels of ability in grades 9 (Algebra 1), grade 10 (Geometry) and grade 11 (Algebra 2). Most recently, the CP curriculum has been broadened with the addition of (Level-3) Introduction to Trigonometry among grade-12 electives.

The ELA curriculum continues to emphasize persuasive writing in response to informational text. To that end, it has conducted in-house professional development training in specific reading strategies. In parallel fashion, the Social Studies Department continues to implement a strong writing-across-the-curriculum component that requires persuasive written response to primary-source and other documents.

New Staff. In the Fall of 2015, Electrical Engineer Al Chase joined the Shawsheen faculty as an Electronics instructor, Michael Carter joined our Automotive Technology faculty, Scott Hewitt joined us as a Graphic Arts instructor, and electrician James Largenton joined our Electrical teaching faculty.

Also, veteran Mathematics teacher Patrick Kelly joined the Shawsheen faculty. He was joined by Lauren Merrill (Social Studies), Edward O'Mara (Biology and Chemistry), and Jessica O'Neill (Biology and Physics).

Technology Improvements. As a component of a thoughtfully-planned capital budget process that pays close attention to academic

resources and evolving needs, the installation of ceiling-mounted LED projectors, interactive white boards, and mimio technology continued throughout the building. In addition, the district migrated from a combination of Microsoft Office sitelicensing with Google Docs and various other online collaboration tools to a unified Microsoft Office 365 cloud-based software and collaboration environment for all faculty, staff and students.

Summer School. In the summer of 2015, the SVTHS Summer program remediated Shawsheen students in courses that they failed during the school year in order to recover credit required for promotion. All courses were on-site, face-to-face offerings that provided the frequency and depth of teacher interaction necessary for regular and special education students who revisit and master content during the summer.

Clubs and Organizations

Classes. Culminating a yearlong series of successful social events and fundraisers, each of the four classes held memorable formal and semi-formal events. Under the direction of their co-advisors, Ms. Angela Caira and Ms. Beverly Robinson, the senior class planned and enjoyed a promenade in the school gymnasium followed by an elegant prom at the Andover Country Club. Junior-class advisors Ms. Catherine Comeau and Mr. Peter Udstuen held a gala prom at the Westford Regency. The sophomore class, advised by Ms. Marygrace Ferrari and Ms. Maria Baker, collaborated with the Freshman class, advised by Ms. Bethany Keane, on the annual Spring Fling semiformal, which was held at the school.

The Sixteenth Annual Shawsheen Turkey Bowl—the much anticipated flag-football game

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between the junior and senior girls—was once again a successful holiday event, which raised donations of cash and food for local charities. Behind the strong offensive performances by Michelle Faraher and Kayla Porzio, the senior girls dominated the juniors 20-0.

Literary Magazine. For the eighth consecutive year, Shawsheen's literary magazine, *Ramblings*, received awards for excellence by a major educational organization—including the New England Scholastic Press Association (NESPA) affiliated with Boston University's College of Communication, and the American University Scholastic Press Association. These distinguished awards recognize the special talents of the SVTHS students who supplied the content and designed the layout of the annual publication under the supervision of Ms. Stacy LaBella of the English Department and Mr. Doug Michaud of the Design and Visual Communication Program.

"The Rampage" School Newspaper. In a model school-wide collaborative effort, Ms. Kerry O'Brien of the English Department, Mr. Michael Azevedo of the Design and Visual Communication Shop, and Mr. Tom Struthers of the Graphics Art shop produced six editions of the *Rampage* that presented the school year's major events in artistic design and thoughtful narrative.

National Honor Society. Under the advisorship of Ms. Shannon Becker of the English Department, the SVTHS chapter of the National Honor Society inducted 33 eleventh graders and four twelfth graders on March 11th during its 25th annual induction ceremony.

Student Council. The Student Council continued its energetic paper-recycling

program throughout the year under the direction of faculty advisor Ms. Ellen Mountain. In 2015, Ms. Mountain continued the Council's recently-expanded efforts to recycle plastic, toner cartridges, and cell phones. In addition, the Council sponsored fundraisers for the American Cancer Society, local animal shelters, the Billerica Food Pantry, the Teens for Jeans program, and the Nike sneaker recycling initiative. The Council traveled to the Boston Aquarium in June on its annual field trip.

The Traveling Rams. Throughout the year, Ms. Kristin Doucette and her enthusiastic globe trotters raised funds in anticipation of their Spring 2016 trip to Greece—which they will visit during April vacation. Any parents or students interested in information about the Spring 2016 trip to Greece should contact Ms. Doucette at kdoucette@shawtech.org or 978-667-2111 x577.

Oratory Club. Coached by faculty advisor Ms. Kristin Doucette of the English Department, the club was represented by five contestants—one from each District town—at the district level of the Lions Club Championship. Megan Barnes-Neal, a Metal Fabrication student from Burlington, advanced to the state championship, where she captured third-place honors. Abygayl Marsh, a senior from Design and Visual Communications, earned a second-place regional award in the Voice of Democracy Youth Speech competition.

Robotics Club. Under the direction of Electronics teacher and advisor extraordinaire Mr. Paul Blanchette, Shawsheen's robotics team is annually one of the top high school programs in the state. The young but innovative Shawsheen squad opened its season with yet another first place finish at the annual Trebuchet Tournament and then split the

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squad to compete in December against Boston University Academy, Northeastern University, and several other schools at an event in North Andover. Two Shawsheen teams competed in North Andover—one, a group of freshmen and sophomores; and the other, a group of juniors. The freshmen and sophomores reached the semifinals of the event. The juniors won the competition, qualifying for the New England championship in March as well as the international CREATE tournament in Iowa in April. In addition to capturing top honors, Shawsheen's veteran team received a trophy for design and workmanship that exceeded professional standards.

After a series of other successful outings, Shawsheen's robotics team competed against 47 other teams in a tournament at Quinsigamond Community College in Worcester. At the conclusion of the competition, the veteran team of juniors was awarded three trophies—the first as Tournament Champions, the second for Engineering Excellence (the highest award given to any team), and the third for Robot Skills.

At the New England finals, the Robo Rams qualified for—and eventually competed in—the world championship competition in Kentucky, where they finished the competition season ranked among the top 23 high school teams in the world.

Science Club. The Science Club, advised by Ms. Kristen Lamarre of the Science Department, continued to engage participants in co-curricular activities complementing their study within the discipline. Club members conducted lab experiments, maintained reptile terrariums and fish tanks, and fostered carnivorous plants—in general observing, recording, and

discussing laboratory results and animal behavior that broadened their understanding of scientific theory and its applications.

Outdoor Club. The Outdoor Club, advised by Ms. Jessica Cook of the Social Studies Department and Mr. Brian Considine of Culinary Arts, took four overnight trips to the White Mountains. Students learned outdoor safety and leadership skills while snowshoeing and climbing mountains. Interested students should contact Ms. Cook at jcook@shawtech.org or Mr. Considine at bconsidine@shawtech.org

Ski Club. The Ski Club, advised by Mr. William Lannon of the Carpentry shop, planned a series of after-school ski trips to the Mt. Wachusett Mountain Ski Area in Princeton, MA. Interested skiers or boarders of any experience level should contact Mr. Lannon at wlannon@shawtech.org.

Sportsmen Club. Under the direction of Electrical teacher and eminent sportsman Mr. John Bagni, members of the Sportsman Club honed their archery skills during the late fall and winter, fished the Shawsheen River in April, competed with rod and reel at the Burlington Reservoir in May, and capped their season with a deep-sea fishing outing originating in Gloucester. Avid or budding sports archery or fishing enthusiasts should contact Mr. Bagni at jbagni@shawtech.org.

Parent Advisory Council. The SVTHS Parent Advisory Council, under the direction of its faculty advisor, Mr. Ronald Fusco, and its co-chairs, Dawn Panarotti and Cathy Carlin, sponsored another successful all-night graduation party—which, throughout the years, has kept the newest Rams alumni safe and entertained during the night following the

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commencement ceremony. Parents interested in assisting with this year's traditional fete should contact party chair Carla Duffy at Carla.duffy@comcast.net.

Teen Dating Violence Awareness Group (TDVAG) and Anti-Bullying Club. Shawsheen's social consciousness and collective voice of principled young adults speak most clearly through two clubs—TDVAG led by Ms. Christine Tobin of the Dean's office, and the Anti-Bullying Club, led by Ms. Angela Caira of the Guidance Department.

TDVAG conducts regular meetings and participates in community activities to lend support to issues that pose harm to the physical and emotional well-being of young adults. In October, members of the club provided assistance for a REACH event at the Boston Waterfront. Project REACH (Racial and Ethnic Approaches to Community Health) has earned an outstanding reputation in the local and public health community for its work in raising awareness of racial and ethnic health problems. In April, Ms. Tobin and TDVAG members extended their community involvement by participating in a 5K Walk for Change sponsored by BARCC (Boston Area Rape Crisis Center.)

In collaboration with Wilmington Public Schools, Ms. Caira and Shawsheen student leaders promote anti-bullying awareness through the CARES (Children's Art, Recreation, and Enrichment Services) program. Ms. Caira and members of the Anti-Bullying Club visit Wilmington intermediate schools throughout October and November to promote self-confidence, self-respect, self-advocacy, responsible choice making, and friendship-building among children. Shawsheen students who would like to participate in the enrichment

of children's lives should contact Ms. Caira in the Guidance Department.

Book Club. The Reading Rams met monthly throughout the year to discuss their respective club selections. In May, the club enjoyed an in-house movie and pizza evening in lieu of their annual field trip.

Art and Chess Club. Students with talents ranging from prodigious to casual participated in both the Art and Chess Clubs—the former advised by Mr. Michael Azevedo of the Design and Visual Communication Shop; the latter, by Mr. Gerry Perriello of the Bakery.

Alumni Association. In one of her final and typically masterful organizational efforts, Alumni advisor and retired English teacher Ms. Gail Poulten collaborated with her successor and P.E. Chair, Mr. Jason Tildsley, to organize the Alumni Association inaugural Athletic Hall of Fame event at the Montvale Plaza in Stoneham, MA. During the memorable evening, the Alumni Association inducted seven individuals and one team into the Hall's inaugural class.

The honorees included Donald Tremblay (1978: track, cross country); Louise Smith Barriss (1981: softball, basketball, soccer, swimming, cross country, tennis); Jody Ochab Bergstrom (1981: swimming); David Smith (1993: football); Jennifer Elwell Lyons (2004: softball); Kyle Marzeoti (2006: football, hockey, lacrosse); the D3 state champion 1984 boys' ice-hockey team; and William Gordon, coach of the 1984 state champs.

In addition to the Hall of Fame evening, the Association organized a third annual Thanksgiving-eve social and a second-annual Texas Hold 'Em Tournament—both at the

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Billerica Elks. Any SVTHS alumni interested in planning future events should contact Mr. Tildsley at jtildsley@shawtech.org

Support Services

The SVTHS Support Services Department services one of the largest populations of students with special needs in Vocational Education within Massachusetts, approximately 344 students and comprising about 25.2% of our student body. The most frequently occurring area of need is the category of Specific Learning Disability which reflects that many students have a history of academic difficulties upon their arrival at Shawsheen. Nevertheless, SVTHS has had a strong graduation rate of this group of students with 95.2% of seniors graduating in June, 2014, among the highest of any high school in Massachusetts. This compares to a state average of 69.1% percent for special needs students. All Shawsheen special education students who did not graduate are due to grade retentions and remain in school.

Shawsheen's special education students also demonstrated outstanding success on the spring, 2015 MCAS examinations. These results have occurred as a result of a "team" effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our special education population. The rate of special education students who attained either Advanced or Proficient MCAS scores was extremely high on two of the three examinations: English Language Arts (97% vs. 67% statewide), Mathematics (41% vs. 39% statewide), and Biology (69% vs. 35% statewide). There was some decline in the percentage of students attaining Advanced or Proficient in Mathematics. However, the initial failure rate remained very low (11% vs. 31%

statewide). All special education students eventually attain graduation status through the district's MCAS remediation programs and re-taking the examination.

Parents of special education students at SVTHS are very highly involved in the IEP Team process. Although statistics are not computed, parent attendance at scheduled IEP Team meetings approaches 100%. Prior to the IEP Team meeting, parents are forwarded forms which request their input for current concerns regarding their student's educational progress. Responses are documented in the IEP's.

A program evaluation of Student Support Services was conducted during the summer of 2015. Three hundred thirty (N = 330) parent questionnaires consisting of 30 questions were mailed. A good response rate of 19.1% occurred (63 out of 330). Ten items focused specifically on the IEP Team Process. In response to a summary question which asked, "Overall, I am very satisfied with my student's IEP Team meeting", 95.3% responded "Strongly Agree" or "Agree". The remaining ones indicated no opinion and no respondents disagreed. Results were similar for each of the other nine items focusing upon specific aspects of the IEP Team process.

Efforts occur to accommodate parent requests for IEP Team meeting dates to ensure their participation. Typically, a one-hour time period is scheduled to allow sufficient time to address any topics of clarification or concern. A written IEP draft is usually developed by the time of the IEP meeting. This draft is reviewed at the meeting so that the parents can fully understand all the elements of the IEP and initiate any questions. Any necessary revisions to the draft are then incorporated into the proposed version of the IEP. Two copies of the

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document are forwarded home with the directive to indicate their response and return to the district. The signature page of the IEP also has space for additional comments and parents sometimes use this opportunity to communicate any qualifications to their response.

As noted above, the parent questionnaire included a number of questions on the IEP Team process and meeting. Parents indicated a strong sense of agreement to the following questions: "School representatives responded well to the questions and issues I raised at the team meeting", "Discussion at the IEP Team meeting was well organized", "Points of disagreement (if any) were clearly described and treated respectfully", "Enough time was scheduled for the meeting to discuss necessary issues", and "Follow-up activities to complete necessary forms and documentation were clearly described". These findings lead to a strong level of confidence that parents are actively participating in the development and understanding of the IEP which is produced.

Athletics

The three seasons comprising the 2015 athletic year were memorable and unique for Shawsheen Athletics. Over 500 Shawsheen students participated in interscholastic athletics, earning seven league championships and six state vocational championships.

The overall winning percentage of the varsity teams ranked among the highest in school history. Fourteen teams, in fact, qualified for post-season play. Dozens of students were honored with All Star recognition by the CAC (Commonwealth Athletic Conference) and the *Lowell Sun*. Wrestler Jake Ferri was a Division 1 State Champion and earned All American

Honors. Emily Irwin became the sixth player in school history to score 1,000 points in Varsity Basketball. Molly Harrington and Ryan Phelan broke numerous longstanding individual school records in swimming and the Girls 200 Freestyle Relay also broke a longstanding school record in swimming. The Boys Spring Track 4x400 Relay team also broke a longstanding school record.

Overall, it was clearly one of the most successful Athletic years in Shawsheen Tech history!

Community Services

Adult Evening School: The Adult Evening School offered a wide variety of vocational/technical courses for adults interested in expanding their knowledge and skills for the 21st century workplace. In addition to our vocational and occupational courses offered during two semesters from September to June, the community education program offers a wide variety of enrichment classes including culinary arts, cosmetology, home repair, basic woodworking and metal working, to name a few. Interested residents should contact Dr. Russ Eckel, Workforce Development and Community Services Coordinator, at (978) 671-3788 for information and/or a brochure.

Billerica House of Correction: The Billerica House of Correction's (BHOC) Education Director leads all prison education initiatives beyond the already established culinary arts program. SVTHS continues to collaborate through Workforce Development and Community Services Coordinator, Russ Eckel, with BHOC to expand its educational goals to inmates. SVTHS looks forward to maintaining its relationship with BHOC by providing technical assistance and end-of-course

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assessment services that will validate inmate achievement of course objectives.

Middlesex 3 Coalition. The Shawsheen Technical Institute is an active and founding member of the Middlesex 3 Business Coalition contributing in particular to the Coalition's subcommittee on Workforce Development. Committee members have been working to bring innovative training programs to businesses throughout the region while also providing much needed information about funding for employee training through the Workforce Training Fund.

Wentworth Institute of Technology and STI Partnership. STI has joined forces with the Wentworth Institute College of Professional and Continuing Education offering WIT adult evening certificate programs in welding and machining. These advanced workforce development programs greatly enhance the opportunity for adults to train for good jobs in the advanced manufacturing sector. Employees and employers alike are benefiting from this new training partnership.

School of Practical Nursing. The 2014-2015 year graduated 37 Practical Nurses (PN). Since its inception, a total of 714 students have successfully continued on to a rewarding career as Licensed Practical Nurses. This intense ten-month program offers a combination of evening and weekend coursework and clinical externship experiences. Preparation for the National PN examination is included. A review of prior graduates revealed 100% successfully passing NCLEX-PN and 90% placement as an LPN. Residents interested in applying to the PN program are urged to contact the Director of the School of Practical Nursing, Ms. Patricia Noonan, at (978) 671-3646.

Project Explore. Nearly 450 middle-school students from the District participated in after-school career awareness activities during the 2015 winter semester. Students explored a variety of career path options. This program is coordinated with area middle school guidance counselors. The program is free of charge and busing is provided by SVTHS. For registration materials or general information, interested residents should contact Ms. Jobee O'Sullivan at 978-671-3612.

Swim Program. SVTHS energetically continued its water aerobics, lap swim, parent-and-me swim class and swim lessons during the 2014-2015 year. The Shawsheen pool also continues to serve as the home site for interscholastic high-school swim teams from Billerica, Bedford and Burlington public schools. Individuals seeking swim program information should contact Mr. Jay Tildsley, Aquatic Director, at (978) 671-3699.

Computer Services

During the 2015 year, Computer Services completed all DESE data collection requirements. These reports included SIMS (Student Information Management System) data, EPIMS (Education Personnel Information Management System) data, SCS (Student Course Schedule) data, and the SSDR (School Safety and Discipline Report) data. In addition to these required state reports, Shawsheen submitted the CRDC (Civil Rights Data Collection) which is a recently required submission by the US Office for Civil Rights.

The district is now fully transitioned to a new Student Information System. Computer Services completed its data conversion from iPass to Aspen and has facilitated training for all departments utilizing the system. Staff have

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been gradually introduced to the new features of Aspen over this year while teachers continue to utilize the built-in Gradebook function. Aspen supports effective communication between district and family through its Family Portal Access.

Student progress can be tracked anytime through almost any computer or mobile device via the Aspen Family Portal. Access to this portal was distributed in a two-phase process. Students were given access to the Aspen system by mid-year. During the second rollout, Parents/Guardians were granted access for all users that had existing access or a completed application on file.

Computer Services continues to improve the Aspen system by making additional customizations as needed by the Shawsheen district. Family portal access has been streamlined by providing an electronic method of accessing and completing applications through the district's website. New Aspen components will continue to be implemented in future years starting with the Sped module in 2016.

2015 saw the Director of Technical Programs and the Director of Network Services join forces to research a mobile device and cloud solution. The goal was to maintain office compatibility, provide access to files anytime, anywhere, improve collaboration among teachers and students, and develop a mobile device initiative. Together they proposed a three-year plan.

During the summer, the software environment, Microsoft's Office 365, was implemented as Shawsheen Tech's platform of the future as part of this plan. For the first time, students now have email at the school. Teachers and

students can access their files at school as well as home. Most importantly, per our Microsoft license agreement, faculty and students are allowed to install Office on up to five (5) devices each. To help our staff with the transition to the new cloud environment, an "Office 365 Champion" group was trained. Weekly "Snack & Solve" Sessions, manned by our Champions, were devised as a means to answering all questions.

Computer Services continues to maintain its virtualized server solution to run a more energy efficient infrastructure. Our main ESX servers, which control 90% of the school, were upgraded over the summer. VMware, the software that runs our virtual environment, was upgraded to VSphere 6.0.

In 2014, a wireless network infrastructure was implemented within the building. In 2015, in order to continue the transition of our staff towards a more mobile workforce, we distributed laptops to Physical Education teachers, and computer upgrades occurred in Carpentry, Cosmetology, Machine Technology, and Metal Fabrication. Also, eleven laptops and two carts were purchased and added to already existing carts and laptops, providing our Support Services, Title One, and English programs with a mobile device pilot of 41 laptops and 4 carts for student use.

Guidance

Admissions. Approximately 500 applications were received for the class of 2019. This year, presentations occurred at our district town middle schools in Billerica, Wilmington, Tewksbury, Bedford and Burlington. Students, parents and community members were invited to events on site including the Guidance-Admissions Luncheon on January 15th, 8th

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Grade Career Night on January 21st, and Community Open House on November 2nd.

9th Grade Orientation. The Class of 2019 participated in SVTHS 9th grade orientation program, Fresh Start. This exceptional program gave new students an opportunity to meet each other and become familiar with the school, its programs and staff through an interactive and fun day of events. Since the Guidance Department implemented the freshman transition program in 2006 with the support of the superintendent and school committee, attendance has continued to improve and withdrawals have decreased substantially. A mentoring program, comprised of student leaders who ran orientation day, was implemented to assist with new student transition.

College and Career Planning. Shawsheen students continue to expand their options and opportunities after graduation. Studies conducted this year show a growing trend for SVTHS students to attend and retain at 4-year colleges and universities. In addition, SVTHS met federal benchmarks this year for graduates in all programs. This included positive placement in employment, college and military careers. SVTHS offered preparatory programs for both Accuplacer and SAT college exams. Over seventy-five percent (75%) of the senior class participated in one or the other. SVTHS continues to offer a foreign language to students pursuing college programs that have this requirement. The course is offered after school and evenings. Our annual College & Career Fair hosted over 85 colleges, universities, technical schools, military representatives and financial institutions. There were over 300 attendees and each received a copy of our College & Career Planning Guide reflecting the new PSAT/SAT

format and updated admissions standards for the Massachusetts State University System and the University of Massachusetts. Senior guidance counselors were available to answer student and parent questions.

Scholarships and Awards. SVTHS students were awarded 148 scholarships totaling over \$118,442 in scholarship funds.

Cooperative Education Program. SVTHS had 223 seniors (66% of the class) out on co-op positions and 116 juniors (34% of the class) out on co-op at the end of June, 2015. Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement by 50% or more. As of December 31, 2015, 62% of the seniors were working in co-op positions.

Mental Health. With the significant rise in mental health issues impacting schools, our School Psychologist provided a Mental Health Overview training for all faculty members as part of our opening day professional development.

Student Health. SVTHS complied with the state mandate to conduct BMI testing for all 10th graders. In response to a state-wide opioid crisis and through affiliation with the Billerica Substance Abuse Task Force, the SVTHS health office provided faculty with area-wide informational events focusing on substance abuse awareness and prevention. Events included: *"If Only"* movie premiere on May 27th in Tewksbury (prescription medications); *Improbable Players* on May 27th in Lowell (prescription medications, opioids, and heroin); and *Substance Abuse Forum* on May 28th in Billerica (drugs and alcohol). We also hosted a *Substance Abuse Overview presentation*

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for faculty on June 25th. This fall, events have included: *DIRT* and *Hidden In Plain Sight* in Billerica on October 21st (opioids and drug paraphernalia); *Dr. Potee, Opiate Addiction Presentation* in Billerica on October 27th; *In Plain Sight and Opioid Epidemic Forum* in Wilmington on October 28th; *"If Only"* movie premiere and *Hidden in Plain Sight* in Lowell on November 9th; and *Underage Substance Abuse* in Wilmington on November 10th. We will also be hosting a *Substance Abuse follow-up* for faculty on December 4th.

School Council

School Council. Under the direction of its co-chairs—school principal Dr. Robert Kanellas and parent member Gayle Razzaboni—the 13-member Council met throughout the school year to discuss operating-budget items and school-policy issues. Discussions of the latter issues resulted in revisions to the Student Handbook and the drafting of the 2015-2016 School-Improvement Plan.

Vocational/Technical Programs

SkillsUSA: SkillsUSA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. SVTHS earned an unprecedented eighty medals at the 2015 District competition and thirty-four medals at the State competition, including nine gold medals. Eleven Shawsheen students represented Massachusetts at the National Competition in Louisville, Kentucky. Winning national gold medals were a team of sophomores from the Electrical program consisting of Aaron Bennett, Justin Duprez and Jacob Williams, all from Billerica, competing in Career Pathways for Industrial and Engineering Technology. Senior Taylor McNeil won Shawsheen's 4th gold medal for Medical

Assisting and Jeannette Lavine came in fourth place for Medical Math. Hannah Benning from the DVC program won the Pin Design for Massachusetts and represented Shawsheen at the National conference. The team of Joseph Taylor, a junior from Billerica, and Steven Wink a junior from Tewksbury, represented Shawsheen in Mobil Robotics. Junior Isabel Galinos represented Shawsheen in Masonry. Isabel was one of only three women in the masonry competition placing 9th overall. In addition, Shawsheen was represented in the state officer category with Lauren Liscio, who served as the Massachusetts State President for the year 2014-2015 and Nicolas Troisi who attended as an Officer Elect for the 2015-2016 school year.

National Accreditation. SVTHS has twenty-two vocational and technical programs, seven of which are nationally accredited by their respective industries. The programs include: Automotive Technology; Automotive Collision Repair & Refinishing; Machine Tool Technology; Metal Fabrication & Joining Technologies; Culinary Arts; Drafting Technology; and Heating, Ventilation, Air Conditioning, and Refrigeration.

Transportation Cluster

Automotive Collision Repair and Refinishing. Shawsheen's Auto-Collision Program is known throughout the community as the place for residents to go when accidents or mishaps create dents, dings, or cause serious damage to their vehicles. The relationship provides the students an endless supply of vehicles to work on to learn their craft. During the year the program was featured in the Vocational School Spotlight section of the New England Automotive Report Magazine. Molly Brodeur, President of AASP Massachusetts (Alliance of

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Automotive Service Providers), interviewed instructors and students for the article. Eight students competed at the SkillsUSA District Conference where two students advanced to the State Conference as a result of receiving a gold medal in Automotive Refinishing Technology and a silver medal in Collision Repair Technology. The program had great success with four members of the junior class entering the cooperative education program. Over the summer the shop was re-painted white to give it a clean-professional appearance.

Automotive Technology. The Shawsheen Community benefits immensely from the outstanding service provided by the Automotive Technology program. Many Automotive students excelled in extra-curricular trade activities – eleven students participated in SkillsUSA and three went on to Districts. The upperclassmen continue to receive certification from ASE Student Certification, ASE Refrigerant Recovery programs, as well as obtaining their OSHA-10 cards. Through the capital budget process the program acquired a new vehicle fluid flush station. Mr. Clay Bulmer, a dedicated member of the staff for nineteen years, retired at the end of the 2014-15 school year. A very promising aide, Mr. Timothy Francis, was hired to replace him. The department also hired an enthusiastic new automotive instructor, Mr. Michael Carter, who is teaching our freshmen and sophomore programs.

Health Cluster

Medical Lab Assisting. The Medical Assisting program has a robust curriculum for shop and related across all four grades. The Medical Assisting Program is now certified through the American Medical Technologists (AMT), which

is a nationally recognized organization. All seniors are gaining clinical experience either through the co-operative education program or through the new clinical partnership with Lahey Hospital and Medical Center in Burlington. The program continues to build its partnerships for cooperative education opportunities and has placed a number of students in a variety of medical offices.

Health Assisting. Health Assisting successfully certified 26 students via the Department of Public Health as CNA's (Certified Nursing Assistants). One hundred percent (100%) of the students successfully passed both the written and performance test on their initial attempt. The program continues to maintain solid relationships with area nursing homes and clinical sites for student on-site practice. Partnerships include Tewksbury Hospital, Lahey Clinic, Concord Health Care and Rehabilitation Center and Woodbriar of Wilmington. Students enjoy co-operative placement in area assisted living centers and long-term care facilities. The majority of graduating students are enrolled in Bachelor of Science in Nursing programs.

Dental Assisting. Dental Assisting's first senior class graduated in June 2015. Most of the students are attending post-secondary programs, with the intent of being dental hygienists or dentists. Ten of the current 15 senior students are presently on co-op. The program continues to be oversubscribed with first-choice freshman students. Six of the students have successfully passed the Dental Assisting National Board certification exams. The three Dental Assisting teachers are continuing to work on building partnerships to provide clinical experiences for senior students as well as junior students during the fourth-quarter.

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Services Cluster

Culinary Arts. Culinary Arts maintains articulation agreements with Central Maine College, Lincoln Institute of Hartford, Middlesex Community College and Cambridge Culinary Institute. Numerous guest speakers from all aspects of the trade have presented to the seniors with regard to industry expectations. The Sophomores and Juniors tour Johnson and Wales and The Culinary Institute of America during the school year. The restaurant and bakery continue to serve the public daily with continued high volume of guests.

Cosmetology. The Cosmetology students served hundreds of patrons from the community in the on-site student clinic that continues to provide training for student success in the trade. The students also had the opportunity to provide services to local Senior Groups during scheduled outings to the school. Catherine Hinds Institute of Esthetics welcomed SVTHS students back this year for tours of their facility and a complimentary service in order to broaden student interest in pursuing licenses in related fields. Elizabeth Grady, another skin-care institute, offered complimentary services to junior and senior students. The Junior and Senior students took part in a field trip to the Rhode Island Convention Center for a Cosmetology trade show. The entire graduating class of 2015 passed their State Board exam and are licensed Cosmetologists in the State of Massachusetts.

Construction Cluster

Carpentry; Plumbing; Electrical; Heating, Ventilation, Air-conditioning & Refrigeration and Masonry. The Construction Cluster's mission is to put into practice a style of

learning that encourages students to create tangible products using all of their senses to maximize their learning experience. The best way for students to gain both real-life experiences and mastery of competencies is by working on both on and off-campus community projects. This year's projects included the following:

- Habitat for Humanity – Billerica single family dwelling - Carpentry, Electrical, Plumbing and HVAC&R programs built a 1,232 square foot single family dwelling. These dwellings, once completed, are intended to help families and build long-term financial security.
- Wilmington – Carpentry, Electrical, Plumbing, HVAC&R and Masonry programs completed the scope of work requested on the construction of a 42'x 30' building which will serve as a concession stand and bathroom facilities for the athletic complex.
- Tewksbury Senior Center – The construction of a 32' x 21' building to serve as an Arts & Crafts annex is now in the final stages of construction. When completed the Arts & Craft Center will incorporate *pottery* and *ceramic* activities for the senior citizens of Tewksbury. The Carpentry, Electrical and HVAC&R programs were involved in this project.
- On-campus project – The construction of a 77'x 37' block building that will serve as a field house for the soccer, lacrosse and softball teams as well a concession stand has been completed. All five construction programs participated in this multifaceted project that will benefit the school and community long into the future.

On-campus project – The installation of a solar array in the area located behind the new field

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house. This solar array will provide a renewable energy source to help reduce the energy cost of heating, lighting and air conditioning for the field house. The Electrical and Masonry programs were both involved with this project.

The Construction Department Chairperson and Plumbing instructor, Mr. Jim Sullivan, retired in June after twenty-seven years of employment. Mr. Brian Smith, an instructor in the Electricity program, has taken over the responsibilities of the Department Chair. A new Electricity instructor, Mr. James Largenton, was hired to teach the sophomores in shop and to assist with the juniors.

Arts and Communication Cluster

Business Technology & Marketing. Business Technology added an approved Chapter 74 Marketing program last year, including the addition of a new teacher. This resulted in expanded enrollment, for which the department has implemented new course offerings and schedules. The school store operation has expanded via a new Point-of-Sale system and has participated in various school events. Research into facilitating an online version of the school store is still continuing. The store is developing a “Traveling Rams Pride School Store” curriculum/project, which will involve retail kiosks that can be placed at various locations in the building. This will allow the store added flexibility to attend additional school events, and allowing students to earn added shop hours. Our accounting students continue to augment their problem-solving skills, analytical thought processes, and understanding of executive-level business decisions. This further enhances their impressive list of competencies. Ethics is also a prominent theme infused throughout our

curriculum. The program’s Microsoft certification testing lab continues to thrive. Through this testing lab, students have the opportunity throughout the school year to certify in Microsoft applications that are industry-based, enhancing their employability skills. These certifications not only provide valuable skills but give the students a high level of confidence as they prepare for the next step in their career path. These certifications will continue to build the development of students into highly productive professionals in today’s ever-changing business world.

Information Support Services & Networking (ISSN); Programming & Web Development.

This department has completed its second year with a Programming and Web Chapter 74 program. For the second straight year the program has welcomed four volunteers through the Microsoft TEALs program to teach Advanced Placement (AP) Computer Science A (Java) to the junior class. Several students took the AP Computer Science exam in the Spring. Schedules and course offerings have been adjusted so students are able to spend instructional time in both ISSN and Programming & Web content areas to gain a foundation of knowledge in all areas of computer science.

Design & Visual Communications. The Design & Visual Communications (DVC) program had another very productive year in 2015 with a few DVC firsts. Students continued to act as designers in many real-world community projects for schools, town governments, and non-profit organizations. A DVC student was Valedictorian for the class of 2015 and sixteen DVC students were accepted to many private and public colleges. In the SkillsUSA State competition, DVC received a gold medal in pin design, a silver medal in t-shirt design and a

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bronze medal for the promotional bulletin board and at the District competition received a gold medal in photography.

Graphic Communications. The Graphics program enjoyed a year of great success in the pressroom and in its community partnerships. Graphics produced a record number of live jobs for schools, town governments, and non-profit organizations. Through these endeavors, students had an excellent opportunity to experience the real-world pressures and rewards of working in a printing company. The program received a national literary magazine award for their publication of Ramblings. The program also acquired and implemented into its curriculum new embroidery equipment, which has opened new avenues for student cooperative education placements. Overall the graphics shop had 8 students placed in 6 different companies for co-op, including printing companies, screen printing and on-demand copy centers. In the SkillsUSA District competition, graphics came away with a gold medal in the screen printing competition as well as the SkillsUSA Massachusetts State president.

Advance Manufacturing Cluster

Drafting. Drafting started the year off with 16 out of 19 students participating in the cooperative education program (Co-op). In addition to the senior Co-op effort, eleven juniors began working in the fourth quarter. The senior class graduated with thirteen attending a four-year college and one entering the United States Marine Corps. Drafting had a strong representation at the SkillsUSA State Competition, sending two students to participate in Technical Drafting, two to Architectural Drafting and two to Automated Manufacturing. Throughout the

year the drafting students supported a number of community service efforts including the library hall construction project, the carpentry house project and the field house rendering.

Electronics / Robotics. Again this year the program expanded itself by incorporating more applied hands-on work projects around the school. Some of the projects included repair of classroom/shop liquid-crystal display (LCD) projectors. The students in Electronics continue to excel in many areas - 100% of Electronics Seniors, who applied for the J-STD - 001E IPC Course, passed and received their official IPC Certificate. At the SkillsUSA District Competition, students received gold and silver medals in Mechatronics; a gold medal in Mobil Robotics; and a gold medal in the Urban Search and Rescue Challenge. For the sixth straight year Electronics competed in the New England Trebuchet competition, this year coming in second place. Off-campus, the Electronics students had an exhibition and displayed a robot at a Providence Bruins game and mentored the Locke Middle School students in Robotics. A new Electronics Instructor, Mr. Alfred Chase, was hired to teach sophomore shop and sophomore and senior related.

Machine Tool Technology. The program has formed a strong partnership with the Manufacturing Extension Partnership (MEP). Most upperclassmen continue to participate in obtaining certifications. Many local companies, including Pace Industries and Excell Solutions, C.R. Machine and Kennametal Tooling Company, continue to send representatives from industry to visit the shop and speak to the students about the latest technology and career opportunities including cooperative education opportunities. The Program is also a great asset to the school district by manufacturing the following items:

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clocks and cribbage boards as gifts for golf tournaments and fundraisers; annual cleaning and lubrication of the Bakery dough cutter; air handler parts for maintenance and other repair of mechanical tools and equipment throughout the school. Through the capital budget process the program purchased a \$50,000 CNC Turning Center.

Metal Fabrication & Joining Technologies.

The Metal Fabrication shop received a state grant for \$250,000 that provided funding to upgrade twelve welding stations and improvements to the stations' ventilation system. State-of-the-art equipment was also purchased that included six new welders, a horizontal band saw, and a pipe and tube bender.

Conclusion and Acknowledgement

The SVTHS Committee, staff, and students gratefully appreciate the support that they

receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational technical training opportunities for area youth.

The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2015. Those retirees are: Clayton Bulmer, Automotive Aide; Sandra Cedorchuk, Dean's Assistant; Arthur Holmes, Graphic Arts; Susan Levy, Library Aide; James Sullivan, Construction Cluster Department Chair, as well as the retirement of Charles Lyons, Superintendent-Director.

BEDFORD FREE PUBLIC LIBRARY

Richard Callaghan, *Library Director*

The Bedford Free Public Library is open 69 hours a week, 7 days a week (with the exception of Sundays in the summer). At least one professional Librarian, who holds a MLIS or MLS degree, is available every hour the Library is open. Free programs for all ages, storytimes for children, and events for teens are held year-round. Computers with Internet, online databases, and popular office software are available for use. Wireless Internet is always available throughout the building. The Minuteman Library Network Catalog, multiple online databases, digital and downloadable materials, and individual patron accounts can

be accessed through our web site: www.bedfordlibrary.net or through our **BFPL To Go!** app for mobile devices.

PURPOSE

The Bedford Free Public Library provides resources for reading, self-directed growth and development, and the pursuit of ideas in an environment that is comfortable and welcoming to patrons of all ages, abilities, and cultures. The Library fosters a sense of community by anticipating information needs, maintaining a responsive and substantial collection in multiple formats, providing public meeting space, and collaborating with Town groups and organizations. Librarians serve to

BEDFORD FREE PUBLIC LIBRARY

encourage the development and love of reading, to create and promote library services and programs, and act as a professional interface between the library user and the rapidly evolving world of information and technology.

EMPLOYEE STATISTICS

Full-Time:	9
Half-Time or above:	5
Part-Time:	25

FY15 STATISTICS

Circulation	
Total Circulation	335,947
Materials borrowed from other libraries	43,419
Materials loaned to other libraries	39,562
*Includes downloaded e-books, e-audiobooks, & e-music	

Professional Library Services	
Number of reference questions answered	16,832
Number of items added to the collection	10,712
Number of attendees at library programs	13,239
(includes Adult 1,431, Teen 996, & Children's 10,812)	

General	
Total physical collection holdings	114,617
Number of downloadable e-titles available	27,518
Total number of residents with library cards	10,215
Total attendance in library	207,360

FY15 HIGHLIGHTS

Collections

Jennifer Dalrymple, Head of Circulation Services, participated in a Minuteman Library Network Task Force to create a consistent and simplified set of loan rules for all library materials. As a result of her hard work, Bedford patrons can now keep most library materials charged out to their account for longer periods. In addition, they will find greater consistency in loan rules across the entire Network.

Our patrons love movies, and this year we have added a collection of "Speed Views." The DVDs and Blu-rays in this collection cannot be requested or renewed. They are located near our Self-Checkout station for serendipitous browsing.

Electronic Collections

Our electronic collections have grown to meet increased patron demand for free e-Books, e-Audiobooks, digital music, and movies via the Library webpage or app.

This year the Library expanded content from *OverDrive* to include streaming movies. Patrons who love films were delighted to discover *IndieFlix*, with more than 7,500 film festival selections from around the globe that can be enjoyed by all ages.

While *Freegal* remains a popular source of single track music for our patrons, we now also offer *hoopla*, which includes albums, movies, television shows, eBooks, comics, and audiobooks.

Our patrons also enjoy a collection of 50 digital magazines, including two Chinese titles, via *Zinio* on our website or app. These are always available and can be read on or offline.

In addition to these new collections, there are wonderful, rich sources of information freely

BEDFORD FREE PUBLIC LIBRARY

available online through the Library. Bedford High School Yearbooks from 1958 to the present are available to view and download thanks to the Statewide Digitalization Project at the Boston Public Library. Our databases can help patrons with investing, understanding health issues, and researching topics for school and work. Current and historical newspapers, as well as reliable sources of information for most topics of interest, such as business, medicine, current events, social issues, biography, genealogy, education, history, science, books, world languages, and reference are just a click away with a library card.

Programs

The annual Summer Reading Program for Children was very successful – more than 500 children registered for the program this year. The various story times, performances, and End-of Summer Party delighted 2,721 attendees. Our Teens enjoyed a Summer Reading Challenge and read more than 600 books. They celebrated their achievement with an End-of-Summer Bash complete with refreshments and prizes. Adult readers enjoyed their own Summer Reading Program by submitting mini-reviews of what they read, making them eligible for weekly prizes and a final Grand Prize Drawing.

Dr. Daniel Breen presented his well-regarded Winter Lecture Film & Discussion Series, “Great Moments in Science: a Tale of Six Countries,” that drew large crowds despite the challenges of a historic New England winter. Our special thanks to Bedford Community Access Television for recording the lectures and making them available on local cable.

Monthly book discussions, weekly film series, two special cooking programs and a visit from the North Shore sculptor Linda York-Robbins rounded out our programming year for Adults.

Teens enjoyed a wide variety of programming

designed specifically for them every Wednesday afternoon during the school year.

Children and their parents attended age-appropriate storytimes and delighted in Music with Sarah Gardner throughout the year. Lego Challenge sessions for school-aged children kept little minds engaged and little hands busy.

All ages enjoyed celebrating Chinese New Year (the Year of the Ram) in February and participated in the 5th annual Peeps Diorama contest in March.

Building Improvements

The harsh winter of 2015 created a number of challenges for the library, which was forced to close for five days because of snow storms. Ray Barry, the Building and Systems Manager, had to contend with snow removal projects, ice dams, water damage to floors and carpet, and damage to the front steps. Our patrons had to contend with the noise and heat from the wall drying machines that ran non-stop for more than two weeks.

On a happier note, our Children’s Room was re-configured to allow our youngest patrons access to a beautiful new play space with an interactive wall panel, two smaller play panels, and a pretend book drop. Funding for these improvements came from the Friends and from donations in memory of Pankaja Rmaswamy and Prabha Sridharan.

Magazine shelving was retro-fitted with new maple canopies and endcaps, and was re-aligned to meet current standards and allow patrons greater access to the collection.

New interior signs that comply with the updated Americans with Disabilities Act were installed in November 2014. Electronic signs highlighting programs and new collections in the Children’s Room and the Teen Area were added in the late summer, much to the delight

BEDFORD FREE PUBLIC LIBRARY

of their core audiences.

Easy-to-maintain and secure white vinyl fencing was installed around the electrical transformer at the main entrance.

Solar control window film was applied to the Meeting Room and Atrium windows in order to control excessive glare and reduce heat build-up in these areas. Additionally, the film prevents winter heat loss through the windows by reflecting indoor heat back to the interior of the building.

A modern phone system relying on Voice over Internet Protocol (VoIP) was installed in the fall of 2014, and all of our old phone lines were replaced with fiber optic lines.

A new public address system, requiring a Federal Communications Commission License, was installed in the late spring.

FY15 Staff Changes, Trustees, Friends, and Volunteers

Staff Changes

Rand Hall, formerly Head of Reference in Haverhill, became the Head of Reference and Adult Services in August 2015.

Young Adult and Reference Librarian Megan Statza resigned in February to take a Department Head position in another Minuteman Library.

Bedford welcomed Pam Aghababian, formerly the Young Adult Librarian in Ashland, as our new Young Adult and Reference Librarian in April 2015.

Library Trustees

In March, Robert Batt and Michael Pulizzi were each re-elected to another three-year term on the board.

Friends of the Bedford Free Public Library

Using funds raised through membership fees and the sale of used books, the hardworking Friends generously supplied the Library with funding for the following: staff development and education, performers presenting programs for children, teens and adults, prizes for summer reading, museum passes, public performance movie licenses, television series on DVD, the *BookPage* monthly subscription, posters, bookmarks, art displays, refreshments at library programs, prizes, and the annual volunteer appreciation luncheon. In FY15, the Friends also made a major contribution to the new playspace in the Children's Room.

The FY15, the Friends Officers were: Beverly Matthews, *President*; Sabine Gossart, *Vice-President* and *Membership Chair*; Chris Colao, *Secretary*; and Jerry Wolf, *Treasurer*.

Library Volunteers

The Library enjoyed the invaluable assistance of 19 Adult and 17 teen volunteers, who contributed nearly 1,500 service hours this year. Volunteers helped by calling patrons about reserves, "tagged" special collections in the Encore catalog, re-shelved library materials, contributed to special projects, and performed routine office tasks.

The FY15 Library Volunteers were: Jean Belding, Betsy Boschetto, Nancy Campbell, Wally Campbell, Janice Ciccone, Anne Dawson, Bruce Dawson, Joung Goulet, Ruth Greenberg, Janice Herndon, Nibha Jolly, Ken Konkle, Sam Petrecca, Anne Raffaelo, Jan Shepard, MaryJane St. Amour, Blanche Wentworth, Sue Wieczorek, and Lynne Wolf.

A special thanks to:

- Elaine Yang, an AARP-trained tax specialist, who provided assistance with tax questions and forms from February through April.
- The Daniel R. Nickerson Foundation, for its continued support for our special collection on learning and developmental disabilities.

BEDFORD FREE PUBLIC LIBRARY

- The members of the Bedford Garden Club, who once again volunteered their time, energy, and resources for the beautification of library grounds.

Arts Steering Committee

Members of the Arts Steering Committee generously donated their time and talents in the selection and organization of artwork by local artists for display throughout the Library. The Art Steering Committee has established a new Community Art Space on the wall across from the Children's Room. The space is intended for small exhibits, focusing on promising artists who may not have enough work for a full show.

In FY15 the Arts Steering Committee members were: Jean Hammond, Astrid Reischwitz, and Carol Rissman.

FY16 PROJECTIONS

The Library is looking forward to refreshing its website in the coming year, creating an online presence that rests on the principles of responsive design and accessibility to all users.

Library staff will select a print management system to help reduce wasted paper and ink cartridges and yet be simple and convenient for our patrons to use.

Staff will expand current programming for adults and develop new initiatives to meet the needs of our diverse and growing community. Specialists will continue to enhance the existing programming for Children and Teens.

Library staff and Trustees will begin working on a five year strategic plan.

Continuing Improvements to our Physical Environment

A new walkway, simulating brick, will be installed at the main entrance of the old building.

New energy efficient doors will replace the deteriorating ones at the entrance of the 1967/68 building.

Replacement panes to windows damaged during the winter storms will be installed.

Phase two of our sign campaign will continue as we work with Sunshinesign to create new wayfinding signage throughout the library.

Worn and outdated furniture throughout the building will be replaced with comfortable, functional, and aesthetically pleasing tables and chairs.

CULTURAL AND HISTORICAL ACTIVITIES

Cultural Council

Barbara Purchia, *Chair*

PURPOSE:

To support public projects through the granting of the annual allocation of funds from the Massachusetts Cultural Council (MCC). These projects shall promote access, education, diversity, and excellence in the arts,

humanities, and interpretive sciences in Bedford. The Bedford Cultural Council is a state-funded, community-based Town committee whose mission is to support cultural projects with a Bedford focus. Grant money is awarded to local artists, educators, scientists, and others who are participating in the enrichment of Bedford's cultural community. The council also

CULTURAL AND HISTORICAL ACTIVITIES

Cultural Council

awards field trip grants, available for schools to supplement educational programs, such as cultural field trips. The Cultural Council cannot pay for transportation, school salaries, school capital expenses, or refreshments, as that is within the budget of the schools, however, expenses such as admission fees can be funded.

The Bedford Cultural Council is part of a network of 329 Local Cultural Councils (LCC) serving all 351 cities and towns in the Commonwealth. The LCC Program is the largest grassroots cultural funding network in the nation, supporting thousands of

community-based projects in the arts, sciences and humanities every year. The state legislature provides an annual appropriation to the Massachusetts Cultural Council, a state agency, which then allocates funds to each community. The BCC consists of unpaid municipally appointed volunteers. The BCC was allocated \$4,300 in state funding for FY15.

Average grants tend to be modest (\$200-\$500) and are reimbursement-based, meaning the applicant expends their own money, and if approved for a grant, then submits paperwork for reimbursement.

FY15 HIGHLIGHTS:

FY15 grants include:

Applicant Name	Project	Amount
Acton Community Chorus, Inc.	2014-2015 Concert Series	\$100
Bedford Arts and Crafts Society	Painting Demonstration	\$225
Bedford Center for the Arts	Teen Drama: Improv Style!	\$500
Bedford Cub Scout Pack 194, Den 11	Lexington Symphony	\$176
Bedford Social Club	Fairy Homes and Gardens Presentation	\$230
Clark, Richard	"Two to Tango" a 2 person play	\$200
Friends of Bedford Depot Park	Railroad Baggage Cart Restoration	\$495
Friends of Fawn Lake	Spring Fawnstock	\$400
Harcovitz, Ruth	Songs of World War II	\$200
Jenks Nature Trail Working Group	Signage for Jenks Nature Trail	\$165
Kammerwerke Double Wind Quintet	Kammerwerke Double Wind Quintet Concerts (3)	\$1,670
Mariou Barsam	Multicultural Diversity Town Event	\$700
Perkins, Sam	One-Bid Wonders Intern Joe Neveux	\$100
Shawsheen Valley Technical High School	Boston Symphony Orchestra	\$220
The Umbrella Community Arts Center	Travel the World: Free Drop-In Family Art Days	\$200
Welch, Brendan	Minuteman Bikeway Little Free Library	\$40

CULTURAL AND HISTORICAL ACTIVITIES

Cultural Council

The Bedford Cultural Council held a reception on Saturday, September 27, 2014 to honor the FY15 grant recipients. State Senator Mike Barrett, State Representative Ken Gordon, and Jennifer Atwood, Massachusetts Cultural Council Program Officer, spoke about the importance of the arts. The following FY15 grant recipients gave brief presentations: Bedford 4-H for Sheep to Shawl, Bedford Depot Park for Baggage Cart Restoration, Jenks Nature Trail Working Group Tree Labels for Jenks Nature Trail, and the Girls Scouts of Eastern MA for the Bedford Hanscom Bedford Girl Scouts Oral History & Video Project.

FY16 PROJECTIONS:

In September, the MCC announces the LCC's FY16 state allocations. The Bedford Cultural Council will be seeking grant applications from September 1, 2015 through October 15, 2015. Any project that meets Local Community Council (LCC) guidelines and is completed between June 1, 2015 and December 31, 2016 is eligible for a 2016 grant. Bedford funding priorities, local guidelines, information and forms are available online at <http://www.mass-culture.org/Bedford>. All applications are reviewed and applicants will be notified in November if their application did not meet the Cultural Council criteria. The BCC sends out award notification letters to grantees in January and publicizes grant awards.

Historic District Commission

William Moonan, *Chair*

PURPOSE:

The Bedford Historic District Commission (HDC) was established in 1964 by a Town Meeting vote and ratified by the Massachusetts Legislature via the Acts of 1964, as amended, as the guardian of the Bedford Historic District. As stated in the Commission's enabling Act, the purpose of the Commission is "the preservation and protection of buildings, places and districts of historic significance, [to be accomplished] through the maintenance of said buildings, places and districts as sites and landmarks compatible with the historical tradition of Bedford." A copy of these Acts, with more detailed information about how the Commission works, is available at the Code Enforcement Office at Town Hall.

The Historic District runs west along The Great Road, from the Bacon Road/Hillside Avenue

intersection, around the Town Common, and then to the intersection of North Road and Carlisle Road. A detailed map is also available at the Code Enforcement Office.

The HDC members are appointed by the Selectmen for a three (3) year term. There are five (5) full members and two (2) alternates. The alternate members are encouraged to attend all meetings, participate, and be ready to step in as a voting member as needed. The Commission meets the first Wednesday of each month (more often as needed to help an applicant) for business meetings and public hearings, and follows the Open Meeting Laws. The Acts mandate that the Commission consist of a member of the Historical Society or Historical Preservation Commission, an architect or person in the building trade, and a resident of the Historic District. The rest are Town residents who have an interest and/or background in historic preservation.

CULTURAL AND HISTORICAL ACTIVITIES

Historic District Commission

EMPLOYEE STATISTICS:

One full-time employee, working in the Code Enforcement Department in Town Hall.

HIGHLIGHTS:

Fiscal Year 2015 saw approvals for commercial signage, tree removal, pavers and walkways, wheelchair-accessible ramps, fencing, and other architectural features within the district. It also included the approval of the demolition for the two-family house at 10-12 Maple Street; the Commission worked with the applicant over several meetings to approve an attractive and historically appropriate house to be built

in its place.

FY16 PROJECTIONS:

The Commission does not have any particular projections for the coming year, but it will, as always, continue to ensure the preservation of historic houses and buildings in the District, including overseeing the changing of signs, windows, additions, and landscaping. The Commission welcomes the public's participation at all meetings, and has been grateful to see many interested Townspeople attend this past year.

Historic Preservation Commission

Gaye Carpenter, Chair

PURPOSE

The purposes of the Historic Preservation Commission (HPC) are preservation, protection, development and management of Bedford's historical, archaeological and cultural assets. Like other local historical commissions throughout Massachusetts, Bedford's HPC undertakes historic preservation planning; inventories the town's historic properties; prepares National Register of Historic Places nominations; applies for Survey and Planning grants from the Mass. Historical Commission (MHC); participates in the Mass. Preservation Projects Fund (MPPF) program to preserve municipal properties; comments on state or federal projects that may affect historical or archaeological resources; advises the Selectmen and Town boards; administers the provisions of Bedford's Demolition Delay bylaw; and engages in various activities to educate the public about the Town's historic resources.

FY15 HIGHLIGHTS

Activities and accomplishments during FY 2015 included the following:

Public Hearings

Demolition Delays - The HPC is responsible for administering the Town's Demolition Delay bylaw for all properties built before January 1, 1943, or built at an unknown date. If such a structure is proposed for demolition, the application comes before the HPC for review. HPC then determines whether the property has historic significance and designates it as either Significant or Not Significant. If Significant, HPC then holds a public hearing to determine whether the property is Preferably Preserved. If so, HPC may then impose a demolition delay of up to eighteen months. This year eight (*) properties came before HPC under the terms of the Demolition Delay bylaw:

- 28 Holton Street - Not Historically Significant
- 385 Davis Road - Not Historically Significant
- 22 Shawsheen Road - Significant and Preferably Preserved

CULTURAL AND HISTORICAL ACTIVITIES

Historic Preservation Commission

- ° 82 Springs Road - Significant and Preferably Preserved
- ° 17 Bacon Street - Not Historically Significant
- ° 150-162 South Road - Not Historically Significant
- ° 49 Elm Street - the hearing was continued

Town Hall Bonding - In order to finance the Town Hall MEP Systems project, the bond counsel needed certification from the HPC that the Town Hall is a historic resource. Because the Bedford Town Hall is a contributing resource within the Old Bedford Center Historic District which is listed in the State Register of Historic Places, it was voted unanimously that the Bedford Town Hall is a historical resource.

Municipal Properties

Old Burial Ground - The HPC works with the DPW in overseeing the care and maintenance of the Old Burial Ground on Springs Road. Notice was given that \$22,500 would be used out of the Historic Properties Preservation Fund (controlled by the Selectmen) for rebuilding of the Old Burying Ground south wall. The work was completed and invasive weeds were removed. A broken footstone has been repaired, and new flags were placed at the veterans' graves before Memorial Day. A tour and a talk by Lori Eggert of the Historical Society were given at the Old Burial Ground in April and on Memorial Day.

Depot Park - The Town received an additional unsolicited grant of \$53,000 from Massachusetts Historical Commission (MHC) for exterior preservation of the entire Passenger Depot. The work was completed in October, and work was begun to the adjacent 54 Loomis Street property which has been changed from industrial to residential/retail

use. The Freight House store was open during the warmer seasons.

Job Lane Farm Museum - The HPC is responsible for management of the Town-owned Job Lane property at 295 North Road. It coordinates its activities with the Bedford Dept. of Public Works, Facilities Department, and Friends of the Job Lane House under a Memorandum of Understanding (MOU) that outlines respective responsibilities among those organizations. During the fiscal year, the HPC has worked with the other organizations to make the barn handicapped accessible in order to obtain an Occupancy Permit. A ramp at the front of the barn door, enlargement of the gift shop door, and alterations to the restroom are planned. A new exit driveway was installed and signage added. After two spring cleanup days the museum was opened on May 10th.

Jenks Nature Trail - The HPC provides partial funding for signage that is installed along the Jenks Nature Trail in front of the high school and Library.

Shawsheen Cemetery - The HPC works with DPW to preserve the cemetery. The Massachusetts Historical Commission awarded Bedford a matching grant of \$12,000 for a Preservation Plan for the National Register portion of the cemetery which has been matched with HPC funds. A plan was submitted by Ivan Myjer who was the preservation consultant on the Old Burying Ground project. The contract was signed and the work was begun.

1908 Bedford Waterworks - The HPC provided funds for a preservation consultant to complete MHC Inventory Forms to add the pump house, ring well and reservoir that comprised Bedford's first municipal water

CULTURAL AND HISTORICAL ACTIVITIES

Historic Preservation Commission

supply to the Massachusetts Cultural Resource Inventory System. The documentation was completed by Kathleen Kelly Broomer to place the Waterworks on MHC's MARCRIS inventory, and it was submitted to the MHC.

Old Bedford Center National Register - Bedford was notified by the National Park Service that the expanded Old Bedford Center Historic District has been placed on the National Register.

HPC Projects:

Historic House Plaques - HPC continued its historic house plaque program. Owners of historic properties are encouraged to display plaques mounted on the building facade showing its date of construction and, if desired, its historic name. Applications are obtained from the HPC or the Town Manager's

office. After confirmation of the proposed date and wording by HPC, the owners can then order the plaques.

Members of the HPC have been represented on the Town Museum Study Committee, the Community Preservation Committee, the Fawn Lake Study Committee, and the Cultural District. They have given a report of the progress and process of each of these groups at each monthly meeting.

FY16 PROJECTIONS

Many of the above activities are projected to continue into FY 2016. No major new initiatives are planned at the present time. The HPC article was approved at the Special Town Meeting in November 2014 that extended the Demolition Delay authorization under that bylaw for up to 18 months.

Historical Museum Study Committee

William Moonan, *Chair*

PURPOSE

The Ad Hoc Historical Museum Study Committee was established by the Selectmen in 2014 to investigate potential museum locations and other issues related to a Town historical museum.

The Selectmen's unanimous support for a local historical museum resulted from a meeting with the Bedford Historical Society, which, since its founding in 1893, has collected thousands of Bedford documents, photographs, maps and artifacts, preserving and protecting them for the people of Bedford. The Society has worked since its early days to have a public museum to tell the Town's rich history through

these artifacts. A small (510 square foot) museum was established in 1951, as a result of a Town Meeting vote that year authorizing funds to complete the Stearns Memorial Library. With conversion of the Stearns building to the Bedford police station in 1996, the museum treasures were packed up and the Society was moved into small office and archival storage space. Without a museum, some artifacts are exhibited in glass cases in several Town buildings.

The Society's request to the Selectmen to establish a museum in a Town-owned building that would be run by the non-profit Historical Society, led to the formation of the Ad Hoc Historical Museum Study Committee.

CULTURAL AND HISTORICAL ACTIVITIES

Historical Museum Study Committee

The Committee's purpose was to:

- Assemble a report describing the operations of local historical museums in other Massachusetts communities.
- Identify and evaluate a comprehensive list of potential spaces or sites appropriate for a museum that utilize buildings or property owned by the Town or private property that may be available for Town acquisition.
- Match criteria on square footage needs and other attributes provided by the Bedford Historical Society to potential locations identified by the Committee.
- Offer recommendations to the Selectmen on the location and size museum that best suits the size criteria provided by the Bedford Historical Society, and which takes into account any common factors derived from the survey of other museums that are critical for the success of a Bedford museum.
- Identify factors that would need to be addressed to make each potential museum location functional. Such factors include structural needs, interior renovations, security, fire protection, accessibility, parking, zoning issues and other considerations. The Committee was not expected to estimate the cost of creating a museum at any.

Town-owned and private properties for their suitability as museum sites. The attributes of size and location were of particular importance in screening potential sites.

While the site search continued, the Committee also examined what surrounding towns had done to meet their needs for a museum. Extensive visits and on-line searches revealed that the vast majority of Bedford's neighbors use Town-owned buildings to house museums that are managed by the local historical society.

With these facts in mind, the Committee did a pair-wise comparison of 14 locations to determine which ones would be the most likely candidates. A reduced final list was created of the most likely to be successful locations in town. These were, in alphabetical order:

- Bedford Fire Station (Use the entire building if the Fire Department is relocated to a larger facility).
- Bedford Police Station (Build a new addition).
- Old Town Hall (Part or all of the building).
- Town Center (New west wing addition).
- Town Hall Multi-Purpose Room (Add a mezzanine floor with a new elevator stop at that level for a two-floor museum utilizing shared meeting space on the existing floor).

FY15 HIGHLIGHTS

Process

Using the Historical Society's space needs recommendation, which delineates a museum of 3,500 to 4,500 square feet as a basis for the Committee's research, the Ad Hoc Historical Museum Study Committee reviewed both

In July 2015, the Committee produced a written report to the Selectmen recommending that the Selectmen choose two or three of the recommended sites for a feasibility study to identify building improvements necessary to establish an historical museum at each site and

CULTURAL AND HISTORICAL ACTIVITIES

Historical Museum Study Committee

the cost of such improvements. The report is available on the Town's website, www.bedfordma.gov.

Having completed its assigned task, the Committee thanked the Selectmen for the opportunity to participate in this important project.

As a follow-up to the Committee's work, an article placed by the Selectmen on the November 2015 Special Town Meeting warrant, requesting \$50,000 to fund a consulting architect to perform a feasibility study, was approved at that time. Additionally, efforts were underway to seek a matching State grant to cover a significant portion of the feasibility study.

Arbor Resources Committee

Jacqueline S. Edwards, Chair

PURPOSE

The Bedford Arbor Resource Committee's (BARC) purpose is to enhance the quality of life in Town by protecting, preserving, developing, and managing the arbor resources on publicly-owned lands and by encouraging preservation and development of resources on private lands.

FY15 HIGHLIGHTS

Since protecting and managing Bedford's urban forest is addressed cooperatively with the DPW, the constraints created by limited resources allocated in the DPW budget to a large extent defined the effectiveness of BARC initiatives.

1. BARC continued a Town-wide, volunteer-driven inventory of public trees whose specific goals were, first, to identify and address disease and pest infestation and to remove hazardous street trees; to maintain tree canopy by identifying trees of interest that need protection; and ascertaining where we need to plant roadside trees. Then, with the information gathered, to do a broad assessment of the overall health and composition of our urban forest and

develop a ten-year plan that would establish and maintain healthy ecological habitat and enable us to manage our Town trees more efficiently.

2. The *ad hoc* Jenks Nature Trail Working Group (JNTWG), including several BARC members, learned the DPW did not have financial or personnel resources allocated to maintain the improvements made to the historic arboretum, precluding even watering newly-planted specimen trees, including ceremonial plantings.
- Consequently, all the newly-planted trees have died or are failing.

BARC began the year by continuing to develop and implement policies supported by the Planning Board.

3. A policy for compensation to the Town for the removal of a healthy public tree was implemented as an interim, voluntary policy for both public and private trees. As experience with the reaction and practicality was gained at Tree Hearings, a mandatory policy that would go to Town Meeting for approval was developed. The

OTHER CITIZEN COMMITTEES

Arbor Resources Committee

voluntary policy sought to replace one tree for each one removed, with exceptions for size and species. The policy gave preference to the tree being replanted near the original site, but allowed for placement elsewhere in the community.

- When it became clear that no Town resources were available for watering new plantings located off the original petitioner's property, any replacement policy became non-viable.
- 4. Activities to prevent the spread of invasive species continued with activities to educate homeowners and contact with Professor Elkinton, UMass., regarding his winter moth research.
- 5. The committee celebrated Arbor Day with its annual Talk, sponsored jointly by BARC, the DPW, and the JNTWG. "The Evolution of Landscape Stewardship at Mount Auburn Cemetery," was presented by Paul Kwiatkowski, Conservation and Sustainability Manager at Mount Auburn, who offered a brief history with interesting facts about this National Historic Landmark, focusing on its sustainable horticulture practices and sharing his extensive knowledge of soil food webs. It was taped and aired by BedfordTV. The theme for BARC's annual Arbor day month (April) display in the Public Library window outside the Children's Room featured maple sugaring, with pictures of a Bedford family's experience making syrup.
- 6. In light of items # 1-3, BARC ended the year with a Reassessment of Status and Goals, concluding that:
 - The Town structure to support our urban

forest lacks the necessary official expertise, budget or, apparently, administrative interest. Far from enhancing our arbor resource, we are failing to maintain the trees we have.

- Outside of special projects, there are little or no resources allocated for planting and watering new trees, whether donated or commemorative and planted by the Town; routine maintenance for established street or park trees, such as pruning out disease, insect infestation, dead wood or pruning for healthy shape. Safety pruning is performed by the utilities around wires. While important, this is not done for the enhancement of the tree stock and can be unsightly.
- This lack of resources to plant and maintain trees contributes to the increasingly significant loss and degradation of Bedford's public shade trees over time. The loss is greatly aggravated by the Town routinely looking to replace woodlands used by the public for passive recreation as a location for active recreational resources. The new sports fields near the high school requires the removal of 300-400 trees. Another 300-400 trees may be removed at Springs Brook Park for a re-located swimming pool.

Further, BARC is an advisory committee whose policies, even when adopted, are not regularly enforced (to wit, a policy to protect mature trees in construction zones).

- 7. Recommendations
The Town needs to provide an internal structure that provides for the maintenance and enhancement of Bedford's urban forest. Specifically:

OTHER CITIZEN COMMITTEES

Arbor Resources Committee

- The Town needs an expert advocate for Tree Warden, with the qualifications spelled out by the Mass. Tree Wardens and Foresters Association.
- The Warden needs to be in a position with sufficient independent authority to manage the arbor resource effectively.
- The Town needs to support the expert advocate with a dedicated budget, including some dedicated staff time.
 - As a Tree City, Bedford is required to spend at least \$2 per capita to qualify for the designation; or, with a population of 14,000, a dedicated budget of a minimum of \$28,000 per annum.
 - This budget could be used, in part, to fund a part-time employee to be Bedford's Tree Warden, responsible directly to the Selectmen, who would be the Town's independent, expert advocate for arbor resources. The rest could be used for relevant purchases (e.g., tree stock, small irrigation projects, as at JNT) and occasional staff time.
 - This could be a joint appointment with a neighboring community.

FY16 PROJECTIONS

BARC will consult with the Selectmen about the value of the Town's urban forest and a committee to advocate for its health.

Bedford Housing Authority

Eugene Clerkin, *Chair*

PURPOSE

Bedford Housing Authority (BHA) is a service organization providing affordable housing for people of low and moderate income through direct housing in government-owned developments. The Bedford Housing Authority is an independent and quasi-municipal agency, charged by statute with providing safe and affordable housing for eligible persons. It is a public body, politic and corporate, duly organized and existing pursuant to Massachusetts General Laws, Chapter 121B, Section 3.

The Authority administers and manages 80 units of Chapter 667 Elderly/Handicapped housing at Ashby Place and 12 units of Chapter

200 Veterans/Family housing on Elm Street. The Authority oversees a property on Railroad Avenue, which is run by the State Department of Mental Health. In addition, the Authority also subsidizes 19 units for low-income voucher holders at Bedford Village and administers a contract for 6 rental assistance vouchers within the community.

Bedford Housing Authority properties are managed and maintained by the Bedford Housing Authority, with an Executive Director, Administrative Assistant, and 2 person maintenance staff. Funding for maintenance and capital improvements is sourced through property operations, state public housing appropriations, local HOME funds, local Community Preservation Act funds, and other sources as needed.

OTHER CITIZEN COMMITTEES

Bedford Housing Authority

The Board of Commissioners of the Authority is the policy-making body of the agency and is legally responsible for the overall operation of the Authority. The Executive Director, along with Authority staff, manages the day-to-day operations of the Authority. There are three part-time and one full-time employees.

The board meets on the second Wednesday of each month at 7:00 p.m. in the Community Building at Ashby Place, unless otherwise posted. The meeting schedule is posted in the Bedford Town Hall. Special meetings are held when necessary.

FY15 HIGHLIGHTS

Ashby Place, Elderly/Handicapped Housing

As of August 2015, there were 88 eligible applications on file for elderly/handicapped housing at Ashby Place, 27 of which are Bedford residents. In FY2015, there were seven (7) vacancies filled, all of which were by Bedford residents. Bedford residents receive a local preference and are placed first before out-of-town applicants. Currently, 1% of total assets are calculated in with other sources of income for rent calculation purposes. There is no asset limit for applicants of Chapter 667 housing; however, applicants must meet the annual income limits of \$47,450 for one occupant and \$54,200 for two occupants. This year the average rent received in this program is \$383 per month, which includes utilities and is based on 30% of the tenant's net monthly income. Laundry facilities, an air-conditioned living room, and meeting room space are available for tenant use.

Ashby Place HVAC & Generator Project

The Community/Office Building heating system has been converted from electric to natural gas and central air conditioning has been added. A natural gas back-up generator

has also been installed allowing the building to be used in case of an emergency.

Ashby Place Community Building ADA Bathroom Upgrade

The Community Building/Office bathrooms have been upgraded to comply with ADA standards and a barrier-free shower has been installed. The shower was installed as part of the Emergency Shelter set up for Ashby Place residents.

Ashby Place Kitchen and Bathroom Replacement Project (Building B)

In the fairest way we could think of, a lottery was held to determine which of the 10 Ashby Place buildings would be the first to be updated and Building B was chosen. The 8 tenants will be relocated to extended family or to a local hotel during construction. Construction will begin in October 2015 and is expected to take approximately three months to complete. The lowest bidder was Vareika Construction, Inc. at a construction cost of \$296,300. Besides the kitchens and bathrooms, the floors in the units will be replaced along with painting of the entire unit after construction.

Elm Street, Family Housing

Family housing tenants pay 27% of their net income toward rent. There is no asset limit for applicants of Chapter 200 housing; however, applicants must meet the annual income limits of \$54,200 for two (2) occupants, \$61,000 for three (3) occupants and \$67,750 for four (4) occupants. In FY2015, the average rent received in this program is \$764 per month. The tenants pay for all of the utilities, but are given a heat allowance as a deduction from their rent. There were no vacancies of these units this year.

OTHER CITIZEN COMMITTEES

Bedford Housing Authority

Life Management Pilot Program

The Life Management Pilot Program is providing life management skill training and support through a contracted social service provider, Community Teamwork, Inc., in order to “guide (affordable housing residents) toward increased employment and economic independence” using assessment, specific goal setting and financial incentives. The initiative is designed to provide a continuum of services that integrates the components of many existing federal and state agency programs to ensure families are connected to all of the resources necessary to stabilize their living situation and improve their quality of life.”

As of the end of June 2015, 14 affordable housing families who are residents of, or hold a Massachusetts Rental Voucher Program (MRVP) through Bedford Housing Authority, are currently enrolled and participating in the program.

20 Railroad Avenue

This project was built through the State-

assisted Chapter 689 Program for special needs populations and is staffed by the State Department of Mental Health. The project has two units, each with four bedrooms to assist eight individuals. The project was initially occupied in 1993. Special services include 24-hour professional management staff, central air conditioning, location adjacent to a conservation area, and proximity within walking distance to local stores.

FY16 PROJECTIONS

The BHA’s goals moving forward are:

- Continue with updating Ashby Place Elderly/Handicap Housing complex with new kitchens, baths, floors, wiring, plumbing and building entries. These units have not been updated since construction in 1969 for Phase 1 and 1974 for Phase 2.
- To continue to preserve affordable housing for a more diversified group and to maintain affordability.

Bedford Housing Partnership

Katherine Moskos, *Chair*

PURPOSE

The purpose of the Bedford Housing Partnership (BHP) is to implement affordable housing programs and encourage the growth of the supply of affordable housing within the Town of Bedford. This is contained in the Town’s By-Laws, Article 23.3. The BHP works to carry out the strategies contained in the Town’s Comprehensive Affordable Housing Plan. This Plan was developed in 2001 and has been updated in the Comprehensive Plan of 2012. This plan calls for the Town to

encourage the development of affordable housing scattered throughout the Town on a small scale and consistent with neighborhood character and Smart Growth principles.

The BHP also has the goal of ensuring the implementation of the Town’s Fair Housing Plan, which was accepted by the Selectmen in 1983. This means publicizing Bedford’s responsibility to meeting the housing needs of minorities and female-heads-of-households, identifying potential barriers to meeting these needs, and recommending solutions to the Selectmen.

OTHER CITIZEN COMMITTEES

Bedford Housing Partnership

Bedford's Comprehensive Plan calls on the Town to remain comfortably above the 10% affordable housing threshold in the Subsidized Housing Inventory (SHI) as defined by the Massachusetts Division of Housing and Community Development. Massachusetts General Laws Chapter 40B is a State law, which allows developers to appeal proposed housing projects to the State's Housing Appeals Committee if rejected by the Town's Zoning Board of Appeals (ZBA). Chapter 40B applies only to communities that have fewer than 10% of their units listed in the SHI. Since Bedford is above the 10% threshold, the ZBA and Planning Board can guide development in the Town without the possibility of overrides from the State's Housing Appeals Committee. The BHP is working to ensure the Town never falls below this 10% State-mandated benchmark by preserving the existing affordable units and encouraging the development of new affordable units.

Although Bedford has exceeded the 10% threshold, this does not mean that the Town has met all of its affordable housing needs. There are many families who cannot afford the housing that qualifies as affordable in the SHI. Most affordable housing developments have a maximum income limit of 80% of Area Median Income (AMI), which for a family of four is currently \$69,700 and for a single-person family is currently \$48,800. The AMI is determined by the U.S. Department of Housing and Urban Development and is published annually. The Town was fortunate to have Habitat for Humanity build homes in Bedford, which offered homes to those with a maximum income limit of 50% of median, which for a family of four is currently \$49,250. The BHP continues to look for opportunities to encourage the development of affordable housing that meets the needs of low and

moderate income households.

Additionally, although the state inventory shows over 10% subsidized housing in Bedford, this includes some market rate rental units. There are several mixed-income projects which qualify for inclusion on the State's subsidized housing inventory, including Chapter 40B developments. For rental projects, the State counts all the units in a rental development on its subsidized housing list even though only 20-25% of the units are actually affordable. The net effect is that only a quarter or less of the units in mixed income rental developments, such as 40Bs, are actually affordable. The State is giving credit for far more affordable units than actually exist in Bedford. For homeownership projects, the State only counts the units that are actually affordable to households making up to 80% of the Area Median Income. Of the 974 units on the SHI, 503 units are truly affordable.

EMPLOYEE STATISTICS

The BHP does not have any dedicated employees. The staff of the Town Manager's Office provides support. The Regional Housing Service Office (RHSO) serving Acton, Bedford, Burlington, Concord, Lexington, Sudbury, and Weston has been adding great value to our affordable housing efforts. During FY15, Community Preservation Act (CPA) funds allocated for affordable housing consulting services were expended to pay for the RHSO services. These services are invaluable in navigating the rules of affordable housing development, analyzing proposed developments, developing new programs, managing existing programs, and monitoring the existing affordable.

FY15 HIGHLIGHTS

No units added in FY15 – though 72 are

OTHER CITIZEN COMMITTEES

Bedford Housing Partnership

projected to be added in FY16.

Monitoring of Affordable Ownership and Rental Units

The BHP contracts with the RHSO to monitor its existing affordable ownership and rental units to make sure the residents and landlords comply with the affordable housing regulatory agreements. For the ownership units, the RHSO monitoring identifies issues that could potentially cause problems at resale. For example, some units have recorded liens that are greater than the computed value of the unit. For rental units, RHSO checks three things: 1) that rents are calculated in accordance with the regulations of the State's Departments of Housing and Community Development, 2) that tenants meet the income restrictions, and 3) that units are properly maintained.

Renovations at 20 Railroad Avenue

With support from the BHP, the Town committed \$101,829 of Federal HOME funds to make capital improvements to the Bedford Housing Authority-owned units at 20 Railroad Avenue. The renovations began in FY14, and will be completed in FY16. To date, two furnaces, the driveway, and walkways have been replaced. The BHA will also repair the emergency egress and upgrade one of the kitchens as part of this project. It used HOME funds that the Town had accumulated since FY09.

Small Grant Program

The Small Grant Program was approved by BHP in FY13 and is administered and funded by Bedford Municipal Affordable Housing Trust. The program awarded two rounds of grants in FY15. As of the end of FY15, 14 grants have been awarded. Of these, nine have been completed, three have expired without being

used, and the others are still in process. The objective of the program is to provide financial assistance to rehabilitate existing housing units occupied by income-eligible households. The program was designed with the help of the RHSO and modeled after a similar program in Sudbury. The program provides a maximum per-household grant of \$3,000 in one year and no more than \$10,000 in total.

Home Ownership Training Program

The RHSO sponsored a homeowner post-purchase training session on May 20, 2015. The focus was on condominium ownership, which 31 people attended. RHSO is planning another training program for FY16.

Rental Training Program

The RHSO held an income certification training for LIP (Local Initiative Program) property managers (e.g. Taylor Pond, Patriot Place and Village at Concord Road).

Ashby Place

The BHP voted in favor of earmarking \$350,000 out of FY15 Community Preservation Act (CPA) funds for affordable housing. These funds could be used to pay for the updating of kitchens and bathrooms at Ashby Place. The first phase of the renovation of Ashby Place was approved at Town Meeting in March 2014.

CPA Funding Supportive Services

The proposal to allow CPA funds to be used for supportive services of residents in affordable housing was approved at Town Meeting. However the funds would have to be administered by the Bedford Housing Authority. The Authority is looking for a consultant to run the program.

Coast Guard Property on Pine Hill Road

The BHP voted in favor of a resolution

OTHER CITIZEN COMMITTEES

Bedford Housing Partnership

submitted to the Board of Selectmen and the Planning Board calling for new zoning to enable a developer to build a larger number of units at the Coast Guard property on Pine Hill Road. The resolution favored two possible options with the goal of keeping the sales price per unit under \$400,000.

- Option A: Renovate the existing homes and add 14 new cottages and a common building, for a total of 29 units, at slightly higher density than the existing property.
- Option B: Remove the existing Coast Guard homes; build attached and detached cottages, for a total of 35 units, with better organization of the open space.

In order for the project to proceed, the U.S. Government Services Administration (GSA) must approve the sale of the property to the Town.

Fair Housing

The BHP is committed to fair housing and works actively to oppose any sort of illegal discrimination in housing and encourage diversity in our housing stock and population. In addition to receiving and pursuing any fair housing complaints (of which there were none in FY15), the BHP has adopted many proactive strategies for promoting diversity. The BHP encourages the development of housing that meets a variety of needs (designed for families, seniors, handicapped, veterans, and different income levels and need to begin to consider the fastest growing population - that of single adults). The BHP requires affirmative marketing plans for all affordable housing, and conducts an ongoing education campaign against housing discrimination, including a pamphlet distributed at Town events. The RHSO is planning to set up fair housing training

for realtors in the HOME communities.

54 Loomis Street (The Crossing)

Loomis Street Development LLC completed 19 residential condominium units ranging in size from 788 to 1200sqft. A lottery took place on June 23, 2015 for two affordable units. These two units were sold to applicants with incomes at or below 80% of median income.

Regional Housing Services Office (RHSO)

RHSO created a website for individuals to locate housing information. To view affordable housing opportunities, program information and learn about other information relative to affordable housing, visit <http://www.rhsohousing.org/>.

FY16 PROJECTIONS

The following topics are on the BHP's agenda for FY16:

Bedford Day Booth

The BHP will have a booth at Bedford Day to provide information about proposed and existing affordable housing in town.

RHSO/HOME Monitoring

The Bedford Housing Partnership, in cooperation with the Regional Housing Services Office, will continue to monitor properties in Bedford.

Finalize the Tenant Based Rental Assistance Program

The BHP committee discussed and the Selectmen approved a Rental Assistance Program. Using HOME funds as grants, the program would be offered to low and moderate income qualified residents to meet security deposit and first month rent. Grants would be offered on a first come, first served basis. Because of the income and rent restrictions,

OTHER CITIZEN COMMITTEES

Bedford Housing Partnership

grants would most likely be used in reduced rent/SHI inventory/affordable units. The Security deposit would be returned to the tenant (or used as their last month's rent). Units would have to be located in Bedford. Local preference would be given to a Bedford resident, someone with children in Bedford schools, or someone who works in Bedford. Units would have to be inspected for housing quality.

Small Grants Program

The Town reviewed multiple applications from Bedford residents for this program. Those who were eligible to receive funding for home improvements were granted the funds.

Expiring Use Properties

Bedford Village was developed as affordable housing in the 1980's and will need new financing to preserve it as affordable housing in 2018. MassHousing plans to prepare a detailed closing plan on Bedford Village to submit to HUD in 2016. They estimate the amount of new financing needed at \$100,000 per unit or about \$10M in total. BHP will continue to monitor this project in FY15. Over the course of the year the committee discussed the need to set aside funding for the property's expiring use.

VA Housing

The Veteran's Administration is planning to build 70 one-bedroom apartments near the VA Hospital for veteran's age 55 or older. These units are now counted on the Town's affordable housing inventory. During FY15 the project broke ground. There will be more updates to follow.

South Road

A small cottage development is planned at South Road (area backs up to the bike path) and will be coming before the BHP.

VA Housing

This project will continue to be monitored over the course of the year.

Coast Guard Housing

This project will continue to be monitored over the course of the year.

Volunteers

The BHP currently does not have an opening on the committee. However, anyone with an interest in the topics on the Committee's agenda is welcome to attend and participate in its meetings.

OTHER CITIZEN COMMITTEES

Bicycle Advisory Committee

Terry Gleason, *Chair*

PURPOSE

The purpose of the Bicycle Advisory Committee (BAC) is to encourage use of bicycles by Bedford residents, workers, students, and visitors in order to decrease traffic congestion and air pollution, and increase recreational opportunities. In addition the BAC promotes the health benefits of bicycling as part of the State Transportation Department's GreenDOT Policy Directive (2010) to advance the "healthy transportation options of walking, bicycling, and public transit."

Responsibilities include monitoring conditions on current bike paths, promoting and planning additional bike paths, signage and facilities for bicyclists, and working to make bicycling in Bedford safe and more accessible for all types and levels of users.

Working with our sister organization, The Bedford Friends of The Minuteman Bikeway, Inc., we also collaborate with the Arlington and Lexington Bike Committees on issues common to the Bikeway.

FY15 HIGHLIGHTS

- The first bike lanes in Bedford were added as part of a State repaving project.
- The Bicycle Master Plan is nearing completion after a full year of work by Toole Design Group.
- The Public Bicycle Repair Stand funding request was approved at 2015 Town Meeting. The Stand will be installed outdoors at Depot Park and will provide the public with an air-pump and

assortment of basic bicycle tools as well as the support stand.

- Working with the State Bicycle Engineer, Planning Board, and our bicycle community, we presented an alternate proposal for the Minuteman Extension segment along Railroad that was eventually approved by the Selectmen (5-0 vote).
- Joining with our sister bicycle committees in Arlington and Lexington, we work to establish consistent policies and guidelines for bike path repairs and detours, safety and etiquette rules, and signage. These efforts are a follow up on the 2012 Tri-town Wayfaring project for the Minuteman Bikeway.

REGULAR EVENTS

- Bike Helmet Day in collaboration with the Police Department and Rotary Club.
- Bedford Day: booth, maps, information, and bike corral ('valet parking').
- Regular meetings and exchanges with our Minuteman Bikeway counterparts in Lexington and Arlington.
- Trail or Road Count Surveys for the State (two to six times a year).



Bedford's First Bike Lanes Installed July 2015

OTHER CITIZEN COMMITTEES

Bicycle Advisory Committee

- Attendance at local and regional meetings when bicycle issues are being addressed, e.g., MAGIC.
- In collaboration with the Bedford Friends of the Minuteman Bikeway, Bicycle newsletter emailed to Bedford Bicycle community.
- Review the forthcoming Bicycle Master Plan and determine which Town entities are most suitable for carrying out the recommendations.
- Establish a time-table and goal for a new Bicycle Friendly Community evaluation.

FY16 PROJECTIONS

- Establish a bike safety class as part of the school physical education curriculum.
- Implement new signage recommended by Toole Report and tri-town Bikepath committees.
- Monitor MM Extension project and help move it to final design.
- Promote the adoption of a comprehensive Complete Streets Policy working with Planning Board and Transportation Committee, and with guidance from MassBike.



Bedford Day 2014, Valet Bike Parking

Cable Television Committee

James Shea, *Chair*

The Cable Television Committee monitors the operation of Bedford's two licensed cable operators, Comcast and Verizon, and its Public, Educational and Governmental (PEG) access contractor, Bedford Community Access Television, Inc. (BCAT) for compliance with their respective agreements. Also, the committee makes recommendations to the Selectmen about the operation of cable television in Bedford.

KEY ACTIVITIES AND ACCOMPLISHMENTS

- Reviewed the Comcast and Verizon annual

Form 500 reports that show cable service outages and subscriber complaints.

- Assisted subscribers who reported cable service problems.
- Conducted the Annual Performance Review Hearings of BCAT, Comcast, and Verizon.
- Monitored the Town's inflow and outflow of cable television revenue.
- Followed up with Comcast on its license obligation to replace analog transmission equipment at the Town's PEG access facility with digital modulators, which ought to improve the image quality of the Comcast PEG access channels.

OTHER CITIZEN COMMITTEES

Cable Television Committee

- Reviewed BCAT's quarterly, annual, and equipment reports.
- Developed and recommended to the Selectmen a 10-year capital budget to support the Town's cable-related needs.
- Recommended to the Selectmen that the Town fund in FY2015 up to \$27,702 for a new studio switcher, MacBook Pro notebook computer, JVC high-end camcorder, professional tripod, and a Macintosh computer editing station for the Old Town Hall PEG access facility.
- Recommended to the Selectmen that the Town fund \$180,430 to BCAT for FY2016 PEG access services and up to \$35,000 to purchase a new video server for the Old Town Hall PEG access facility.
- Recommended to the Selectmen that funds commingled within the Town's Cable Television Revolving Account be arranged by their allowed uses.
- Held discussions with BCAT about the return of surplus FY2015 Town funds in the entity's possession at the end of the fiscal year.

CABLE TELEVISION FINANCES

The Town receives revenue from Comcast and Verizon through surcharges that the companies place on subscriber bills. These funds are intended to support the Town's cable-related needs such as operation of the PEG access channels, Facilities Department charges for the Old Town Hall studio and office space, and the cable-related share of a Town-wide communications network that is under development. This revenue is held in a revolving fund, which the 2015 Annual Town Meeting reauthorized for FY16, and in two gift accounts. Reports obtained by the committee indicate that at the close of the fiscal year, these three accounts held a cumulative balance of

approximately \$523,908. The committee observes that current and anticipated capital funds may be in jeopardy of being depleted over the next nine years unless a budget is in place. The committee recommends in its 10-year capital plan (2014–2023) that average annual disbursements for television equipment not exceed \$25,100 for both the Old Town Hall PEG access facility and the Selectmen's meeting room TV system. This plan also takes into consideration a projected \$195,000 expense for the cable-related portion of a Town-wide communications network.

FY 2015 Revenues

Comcast	\$158,939
Verizon	\$126,212
BCAT-Return of Surplus Town funds	\$192,645

FY 2015 Disbursements

BCAT - PEG access services	\$177,000
Television equipment	\$25,035
Facilities Department Old Town Hall PEG access facility expenses	\$23,000
Entrada Communications data network consultant	\$8,500

FY16 PROJECTIONS

Given the transitions that are underway in the cable television industry, which portend an increased shift to Internet-based video programming and a decline in cable subscriber counts, the committee will routinely assess

OTHER CITIZEN COMMITTEES

Cable Television Committee

future Town revenue prospects. In anticipation of the expiration of Verizon's license in June 2019, the committee will prepare for a license renewal process that may begin as soon as next year. The committee shall continue to monitor the Town's cable revenues and disbursements

and the performance of the licensed cable operators and the PEG access contractor. Annual Performance Evaluation Hearings with these entities are planned for May 2016. The public is encouraged to attend.

Community Preservation Committee

Robin Steele, Chair

PURPOSE

The Community Preservation Act (CPA) allows any city or town in Massachusetts to adopt a property tax surcharge of up to 3% and to use these revenues and state matching funds for open space, historic preservation, affordable housing, and recreation. Bedford voted to accept the CPA surcharge in 2001, and it went into effect in FY02. A Community Preservation Committee (CPC) was formed to study and recommend how Bedford's CPA revenues should be spent.

Twice each year the CPC reviews and updates the Community Preservation Program and Projects. Presentations are heard on the progress of plans in each of the targeted Community Preservation areas. Proposals are solicited and received, using a well-defined process that allows the committee to hear in-depth presentations from proponents of the various projects. Based on the information gathered during this process, the committee votes on preliminary recommendations for CPA spending and distributes a draft Community Preservation Program and Plan, incorporating the preliminary recommendations. A public hearing is held to review the draft Program and Plan and the preliminary recommendations. In response to comments received at the public hearing, the

Committee makes revisions and the final recommendations are submitted to Town Meeting for approval. Only those recommendations approved by Town Meeting are actually funded.

FY15 HIGHLIGHTS

Annual Town Meeting March 2014

At the Spring 2014 Annual Town Meeting, the following Community Preservation Committee FY15 expenditures were approved:

- Administration \$10,000
- Affordable Housing Consultant - \$15,000
- Bond Payment for Town Center - \$199,900
- Shawsheen Pump House Restoration - \$102,953
- Police Station Cooling Tower Removal - \$15,847
- Town Hall Aluminum Window Rehab - \$15,275
- Historic Preservation Fund - \$100,000
- Bond Payment - 350A Concord Road - \$477,813
- Ashby Place Kitchen and Bath - \$216,000
- Affordable Housing Reserves - \$350,000
- Pedestrian Master Plan - \$40,000
- Irrigation Recreational Fields - \$76,470
- Hardscape Springs Brook Park - Driveway \$72,224
- Budgeted Reserves - \$323,000

OTHER CITIZEN COMMITTEES

Community Preservation Committee

Special Town Meeting Fall 2014

The Fall 2014 Special Town Meeting voted to continue the 3% Community Preservation Fund surcharge for FY16 and also approved the following adjustments to FY15 CPC expenditures:

- Bicycle Master Plan \$40,000 from Available Funds
- Bedford Housing Authority Window Replacement Project \$88,272 from

Affordable Housing Reserves

- MEP Project \$500,000

Annual Town Meeting March 2015

The 2015 Annual Town Meeting approved an additional amendment to the FY15 budget for the Affordable Housing Reserves. The prior appropriation of \$350,000 was reduced to \$243,000 as the 10% percent requirement for FY15 had already been met.

Depot Park Advisory Committee

Joseph R. Piantedosi, Chair

PURPOSE

The committee's job is to oversee the operation and finances of the Depot Park complex, seek sources of funding for future improvements, and recommend policies for use of the Depot Park Revolving Fund and the rental and usage of the buildings. Ex-officio members are Facilities Director Taissir Alani, Town Manager Richard Reed, and DPW Director Roy Sorenson. William Moonan is the Selectman liaison. Ten meetings were held during the year.

FY 15 HIGHLIGHTS

- **The Depot Building exterior restoration and Accessibility Improvement Project**
The Committee successfully convinced Town Meeting voters to award additional CPA funds to the project so that Phase II could be accomplished alongside Phase I. This reduced the project's impact to the building tenants and saved the Town money in construction costs.

- The Massachusetts Historical Commission awarded the Town an additional \$53,000 to supplement its original \$60,000 contribution towards the restoration project.
- The Committee has helped provide oversight to the Depot restoration project, including interior renovations for a first floor handicap-accessible restroom, and interior work to accommodate new tenants. Work was scheduled for completion by September 30, 2014 but was delayed to 2015 due to a decision by the Massachusetts Historical Commission that required the Town to substitute the specified double paned windows with single pane windows and interior storm windows at additional cost. The architect did not consult with the Committee on this decision, which strongly disapproved of the substitution of materials. The Depot Building project was substantially completed by the end of the fiscal year.
- The Facilities Department installed new energy efficient LED lighting to the exterior

OTHER CITIZEN COMMITTEES

Depot Park Advisory Committee

of the Depot Building and upgraded the building's electrical system and HVAC systems in the four tenant units with energy efficient heat pumps.

- The Committee was successful in finding tenants for the two vacant Depot rental units. As of January 2015 the building was fully occupied. Unit 1 was rented to Colasante Hair Studio and Unit 4 to Scott's Stone Carving Classes. Also, leases were renewed with the Unit 2 and Unit 3 tenants.
- The Committee applied for and was awarded a second \$495 Cultural Council grant to restore the second antique railroad baggage cart that was donated to the Friends of Bedford Depot Park. The funding paid for all of the materials; the Bedford Public Works Department provided the labor to restore the cart, which was completed and put on display in front of the Depot Building in July 2015.
- The Committee worked with several sign vendors and solicited proposals for a new freestanding sign in front of the Depot Building with tenant names displayed, plus signage on Loomis Street for the Depot Building and an interior directory sign.
- Meetings were held with the 54 Loomis Street developer to coordinate improvements the developer plans to request easements from the eastern side of the Depot. These improvements are to include new landscaping and public amenities.
- January 2015 marked the 20 year anniversary for the Friends of Depot Park and the long process that began to create Depot Park.

Revolving Fund

Depot Park's revenues and operating expenses are transacted through a revolving account that is managed by the Facilities Director with input and oversight from the Committee. The account's balance as of June 30, 2015, was \$58,901.39. For FY2015, operating expenses totaled \$30,187.15 and revenues were \$31,427.02.

Railroad Car

Rail Diesel Car 6211 was open for the public to visit on weekends during the bikeway season when the Freight House was open. It is available for rent as a venue for meetings, events and festivities. A total of \$762.50 was received in rental income from the car during FY2015.

Depot Building

The Depot had two partial tenant vacancies during this period. Current tenants are Babe Ruth Baseball, the Glass Cooperative, Scott's Stone Carving Classes and Colasante Hair Studio. Total rent, including maintenance and utility charges, collected from these tenants in FY15 amounted to \$25,712.31. This amount reflects credits that two tenants received during the peak months of construction where the rental units were not usable.

Freight House Building

Under a nonexclusive license from Bedford, the Friends of Bedford Depot Park organization continued to operate a welcome center and museum inside the Freight House, primarily on weekends during the bikeway season. Proceeds from the sale of snacks and beverages are given to the Revolving Fund. During calendar year 2014, the Friends raised \$4,252.21 in support of the Depot Park complex.

OTHER CITIZEN COMMITTEES

Depot Park Advisory Committee

Public Restrooms

Restrooms at the rear of the Freight House building were open from sunrise to sunset, spring through fall, as a courtesy to bikeway and Depot Park users. The total labor expense for restroom custodial services in FY15 was \$4,013.44. The Friends of Bedford Depot Park received a donation which might reoccur annually to keep the restrooms open on weekdays a little earlier in the spring and later in the fall.

FY16 PROJECTIONS

We intend that the Depot Park complex continue to be financially self-supporting, be kept well maintained and attractive, and remains a resource that the public will enjoy. High priorities include completion of the

exterior restoration project, including installation of new signal masts, additional exterior painting to cover the galvanized gutters and downspouts (completed during the summer of 2015), completing interior punch list items, repainting the exterior of the Freight House building (completed during the summer of 2015), and repairing the Freight House decking and railings. The current four Depot tenant leases will all expire on December 31, 2016 so we anticipate working on an RFP to be advertised for future Depot rentals. Also the Committee will continue to work closely with the developer at 54 Loomis Street to update the easement documents and monitor the improvement work in the Depot easement area to minimize adverse impacts to Depot Park.

Land Acquisition Committee

Donald Cullis, *Chair*

Administrator assists the committee.

PURPOSE

The Land Acquisition Committee is an ad hoc, volunteer committee appointed by the Selectmen. Its purpose is to plan and carry out land acquisition projects for the preservation of natural resources, open space, and future municipal use within the Town, including recreational opportunities. The Committee researches open lands within the Town, contacts property owners, and recommends appraisals, acquisitions and other land protection options to the Selectmen and/or Conservation Commission. The Committee is comprised of four at-large citizen members, and one member each from the Recreation Committee, the Conservation Commission, and the Selectmen. The Town's Conservation

Within its long-standing commitment to the preservation of natural resources and open space, the Committee follows guiding principles set forth in the Town's Open Space and Recreation Plans and Comprehensive Plan. These include the protection of wildlife habitat areas, development of public awareness regarding conservation and recreation areas, preservation of historic cultural properties and sites, preservation of large tracts of undeveloped land, and enhancement of recreational opportunities and trail interconnections.

FY15 HIGHLIGHTS

In FY15, the Land Acquisition Committee continued its efforts to contact residents of

OTHER CITIZEN COMMITTEES

Land Acquisition Committee

Bedford regarding possible easements and lands for purchase. This year the Committee has also undertaken an effort to address a wider variety of candidates for potential acquisition. While the efforts of previous years have primarily concentrated on conservation-related acquisitions and easements, recent efforts have been made to address the wider charter of the Land Acquisition Committee by evaluating parcels for alternative purposes. An outreach effort has also begun to look for acquisition needs from other Town committees and for criteria for evaluating future needs in areas not previously addressed. The goal of these efforts is to better understand and

address the Town's land requirements for the immediate future, and residents to obtain parcels and easements where residents are willing and interested to negotiate with the Town to enhance the available public space. The Land Acquisition Committee will help anticipate needs in the years to come.

FY16 PROJECTIONS

In FY16, the Committee will continue reaching out to develop partnerships with other Town committees and the Selectmen to better understand and fulfill its charter goals and to anticipate future needs.

Municipal Affordable Housing Trust

Christina Wilgren, *Chair*

PURPOSE

The Bedford Municipal Affordable Housing Trust (BMAHT) works towards the creation and preservation of affordable housing in Bedford for the benefit of low- and moderate-income households. BMAHT works cooperatively with the other local government boards and committees, state agencies, and local non-profits. It is a joint committee composed of seven members appointed by the Selectmen for two-year staggered terms. The seven members include two Selectmen, the Town Manager, two members of the Housing Partnership, and two members at large. All of the members are appointed by the Selectmen and meet as needed.

EMPLOYEE STATISTICS

The Town Manager's Office provides staff support.

FY15 HIGHLIGHTS

During FY15, the BMAHT continued the administration of the Small Grants Program. This program allows qualified households to apply for grants of up to \$3,000 for repairs to their homes. A total of \$45,000 of BMAHT funds have been reserved for this program. Applications for the program are accepted twice per year. During FY15, the Grant cycle ending December 2014 had 0 applicants; the Grant cycle ending June 2015 had 3 applicants with a total of \$5,500 in grant monies awarded. Since the program's inception, \$23,115 has been paid out to qualifying households.

The BMAHT also invested time in developing a Request for Proposals (RFP) to find an appropriate developer to purchase the former Coast Guard Property located at Pine Hill Road. The BMAHT met with several boards and committees for their input on this RFP. The BMAHT also obtained and worked with a licensed appraiser to value the parcel.

OTHER CITIZEN COMMITTEES

Municipal Affordable Housing Trust

FY16 PROJECTIONS

During FY16, the BMAHT will continue to run the Small Grants Program, and encourages eligible Bedford residents to take advantage of this program. Members will also be working with the Selectmen, the Bedford Housing Partnership, and others on the former Coast Guard Property on Pine Hill Road. It is hoped

that during FY16, the BMAHT will be able to purchase this property from the Coast Guard, and subsequently sell it to a developer chosen through the RFP process who will implement the vision for that property that was the result of the two successful “Charettes” that were held in the Spring of 2014.

Patriotic Holiday Committee

Paul Purchia, *Chair*

PURPOSE

The Patriotic Holiday Committee’s primary focus is planning Town ceremonies for Memorial Day, Veterans’ Day, and other patriotic holidays and events in recognition of Veterans of the US Armed Services. The Committee provides advice and recommendations to the Selectmen concerning Town-owned veterans’ memorials on the Town Common and Veterans Memorial Park, including any proposed changes and/or additions to these memorials. When appropriate, the Committee also uses its best efforts to recognize and promote the contributions and sacrifices made by our Veterans.

The Patriotic Holiday Committee consists of nine volunteer members appointed by the Selectmen.

FY15 HIGHLIGHTS

Veterans’ Day - November 11, 2014

Ceremonies were held at Veterans Memorial Park to honor all veterans. The Bedford Police and Firefighters Honor Guard escorted ceremony participants along the walkway to the monuments. Ceremonies included an

opening prayer, the Pledge of Allegiance, singing of God Bless America accompanied by the Bedford High School band, followed by several speeches. Small American flags were placed on the Town’s Veterans’ Memorial Wreath by park attendees wishing to remember a special departed veteran. This was followed by volleys fired by the Bedford High School Air Force Junior R.O.T.C., the sounding of TAPS, singing of our National Anthem, and a closing prayer.

Memorial Day - May 25, 2015

The committee organized the morning events and committee members joined the American Legion, the V.F.W., the Selectmen, and attendees in memorial services held at the American Legion Post, Shawsheen Cemetery, and Shawsheen River, including prayers, placing of wreaths, firing squad volleys, and playing of TAPS. The Patriotic Holiday Committee invited Don Corey of the Bedford Historical Society to talk about Bedford’s Civil War Veterans buried at Shawsheen Cemetery. Separate ceremonies were held at the Old Burying Ground by Lori Eggert of the Bedford Historical Society, Terrence L. Parker, and Capt. Roy Kring with the Bedford Minutemen. Committee members and parade participants, including Keynote Speaker Col. Michael Vogel

OTHER CITIZEN COMMITTEES

Patriotic Holiday Committee

(US Air Force) and Grand Marshal Joe Bellino (Vietnam), assembled at the Fallen Veterans Memorial Plaza at Bedford High School prior to the start of the parade to remember Bedford High School graduates who gave their lives in service to their country.

Following the BHS memorial ceremony, the Memorial Day Parade which was led by the Bedford Police and Firefighters Honor Guard, started at Mudge Way and proceeded to the WWI Memorial at Bedford Common. Remarks about the WWI Memorial were offered by Bedford Historical Society member Lee Yates, followed by a prayer, rifle volleys, TAPS, and then the parade proceeded to Veterans Memorial Park. Memorial Day park ceremonies included Invocation, High School Band members playing “God Bless America” and speeches by local dignitaries.

The winning Memorial Day school essay was read by JGMS student Vanya Vegner. WWII, Korea, Vietnam and all veterans attending ceremonies were duly recognized and thanked. A Roll Call was read of Bedford veterans who had passed on during the past year. Poppies were placed on each plaque remembering Bedford veterans killed in action in WWII, Vietnam, and Iraq. The Bedford High School Band played our National Anthem. A closing prayer and the sounding of TAPS concluded our ceremonies.

The Patriotic Holiday Committee gratefully recognized the contributions of Jon O'Connor in designing and producing the Memorial Day

Observance brochures which were distributed throughout Bedford and at the Town's Memorial Day ceremonies. The Committee continued to work with our Selectmen, School Committee liaisons, and school administrators. Our goal is to effectively communicate and interact with Bedford's school administrators, teachers, and students with the help and advice of the Bedford School Committee.

FY16 PROJECTIONS

The Patriotic Holiday Committee will continue to plan and conduct meaningful ceremonies to recognize and honor the sacrifices of our veterans in FY16. The Committee will identify and recruit new committee members as needed in the coming year. The Committee will spearhead an effort to raise funds to erect a new sign designating Veterans Memorial Park. We will continue to increase our efforts to honor and assist our veterans wherever possible and to promote patriotism in our community by working through local media outlets, with Town committees such as the Bedford Historical Society and the Bedford School Committee, and local veterans groups. We will continue to coordinate the Committee's efforts with Bedford's Veterans Agent.

The Committee will also will work with the Bedford School Committee and school administration during the coming school year to increase participation in the annual Memorial Day essay competition and to help our students better understand and appreciate the many sacrifices made by our veterans to keep our nation free.

OTHER CITIZEN COMMITTEES

Town Center

Keith Backman, *Chair*
Fay Russo, *Consultant*

Town Center of Bedford, Inc., a non-profit 501 (c)(3) organization, has managed rentals in the Town of Bedford building (former Center School) since July 1985. Rental management of The Great Room in Old Town Hall was assumed in FY05, as well as rentals of Rail Diesel Car (RCD) #6211 at the Bedford Depot Park in the fall of 2009.

PURPOSE

The purpose of Town Center of Bedford, Inc. is:

1. to preserve the former Union/Center School (Town Center), Old Town Hall and RDC #6211;
2. to provide space at Town Center for Town departments, non-profit organizations, and rentals by individuals;
3. to provide space at Old Town Hall for tenants and occasional rentals;
4. to provide a novel setting for small parties and meetings in RDC #6211; and
5. to make a contribution to the quality of life in the Town of Bedford. [From the Mission Statement]

EMPLOYEE STATISTICS

1 Full-time Consultant

FY15 HIGHLIGHTS

Occasional rentals such as birthday parties for children or adults, bridal and baby showers, organization meetings, etc., were held in the first floor Shawsheen Room of Town Center. The Council on Aging also holds exercise classes in one-half of the Shawsheen Room while Minuteman Senior Services sets up tables in the other half of the room as it prepares for a luncheon on Monday, Wednesday, and Fridays. The Bedford Community Table/Pantry serves dinners on

Thursday evenings from September through May, and bags of groceries are distributed year-round to those in need of assistance

The second floor Union School Room is used primarily for dance and exercise classes. New flooring several years ago has made this an enviable space for various groups. The Recreation Department/Adult Education holds weekday and evening classes such as children's dance classes, Zumba, NIA, tap, yoga, and floor yoga exercise. Classes run by outside organizations fill in the Union School Room calendar.

Various meetings are held in two multi-use conference rooms. Often, because of the busyness of the programming, the conference rooms are cleared of tables and chairs to allow for additional exercise classes.

Occasional rentals such as weddings/receptions, wedding rehearsal dinners, bridal and baby showers, birthday and anniversary parties, Bar and Bat Mitzvahs, memorial collations, and conferences were held in The Great Room on the third floor of Old Town Hall. The building was renovated in 2004, keeping the historic character of the structure while at the same time providing an elevator for barrier-free accessibility and a full equipped catering kitchen adjacent to The Great Room. WiFi is also available.

During the fiscal year, birthday parties for those ranging in age from 4 to 95 were held in the rail diesel car, along with meetings and photo shoots.

Lessees

The lessees in Town Center include Minuteman Senior Services, Iskwelahang Pilipino, Kids' Club (under the sponsorship of the Recreation

OTHER CITIZEN COMMITTEES

Town Center

Department), and the Bedford Chamber of Commerce. In addition to their leased space, Iskvelahang Pilipino holds music rehearsals on several Sundays a month in the four multi-use spaces in preparation for performances here and abroad.

The lessees in Old Town Hall include the Bedford Center for the Arts and Bedford T.V.

The lessees in the Bedford Depot Building include The Glass Cooperative, Babe Ruth Baseball and Softball League, Inc., Scott Cahaly (a stone sculptor), and Colasante Hair Studio, Inc.

Maintenance

The winter “woes” created problems at Town Center, and the contractor from the insurance company replaced floor tiles at one of the entry doorways and took down a wall in one of the offices to replace wet insulation. Numerous ceiling tiles had been damaged and now are replaced.

The Facilities Department completed the repair of a support beam at the entryway to the Council on Aging.

Various other repairs, handled by Facilities, included air conditioning adjustments, repair of doors and locks, links on the outside sign at Old Town Hall, sink leaks, freezer and dishwasher repairs, etc.

Miscellaneous

Custodial service for occasional rentals is handled by four part-time custodians. Often a custodian may have to cover two to three rentals during a heavy rental weekend.

The Bedford Garden Club continues to beautify the grounds with flowers and plants at Old

Town Hall. A “greeting” of various flowers in an array of color welcomes guests as they arrive at the building.

Administrative

Total gross receipts from four leases in Town Center, two in Old Town Hall, and four in the Bedford Depot Building totaled \$79,155. Revenue from occasional rentals totaled \$62,097.

The invoicing and accounting of revenue from leases and occasional rentals continue to be handled by the Town Center Director/Facilities Coordinator, with the funds deposited in the Facilities and Depot Park Revolving Accounts. Expenses are processed and accounted for by the Facilities Department.

The tax returns of Town Center, Inc., the management agent, are completed and filed within four and a half months of the end of the fiscal year, along with the requirement of the Secretary of State to file an annual report by non-profit organizations. Monthly and end-of-the-year revenue reports are submitted to the Facilities Director and Town Center Board of Directors. A listing of occasional rentals is submitted monthly to the Facilities Department and its custodians. Turnover sheets are forwarded with deposits to the Finance Department, with a copy to the Facilities Department tracking up-to-date revenue.

The Town Center Board of Directors elected at its Annual Meeting in September 2014 was: Keith Backman, chairman; Thomas Larkin, vice chairman; Geraldine Welch, secretary; Suzanne Neal, treasurer, and William Moonan, member/liaison from the Selectmen.

OTHER CITIZEN COMMITTEES

Town Center

FY16 PROJECTIONS

While alcohol is allowed in The Great Room and RDC #6211 with a permitting process, a further clarification to the policies and procedures of the alcohol process will be underway.

Replacement of the wooden steps at the front

of Old Town Hall is a priority.

A new copy machine is to be delivered in July 2015 to the copy/mail room in Town Center.

New blinds for the windows/glass partitions in the Shawsheen and Union School Rooms are on the agenda for the first part of FY16.

Transportation Advisory Committee

Soraya Stevens, Chair

PURPOSE

The Transportation Advisory Committee (TAC) has the following charge from the Selectmen: "To examine, evaluate and advise the Selectmen regarding board actions and measures that will improve overall resident mobility, expand the use of non-automobile based methods of local and regional transportation, and improve traffic circulation and availability of transportation services that implement the transportation-related recommendations of the Town's Vision Statement and Comprehensive Plan." [Article 33 of the town's general by-laws]

The responsibilities of the Committee as outlined in the Town's bylaws are:

- To identify priority locations for sidewalk and crosswalk additions and extension and to secure public support for proposed sidewalk projects.
- To determine feasibility of preferred traffic calming and safety techniques/locations including signage improvements consistent with sound engineering principles.

- To recommend intersection and roadway improvements as well as bicycle path/route upgrades and additions.
- To investigate expansion of transportation services including interconnections with neighboring Town services and MBTA services.
- To engage residents and businesses in the establishment of a Transportation Management Association or similar employer-based organization.
- To identify funding opportunities for implementation of recommended actions.

MEMBER STATISTICS

The Committee is comprised entirely of volunteers with no paid staff. The Committee consists of seven members appointed by the Selectmen, to include one Selectman and one Planning Board member, one member each representing bicycle interests, pedestrian interests, local business interests, and two at-large residents.

FY15 HIGHLIGHTS

During the past year the TAC met once a month

OTHER CITIZEN COMMITTEES

Transportation Advisory Committee

to discuss and act on a variety of topics related to our purpose and responsibilities. Key focus areas included participating in the development/implementation of the updated comprehensive plan, developing recommendations for several new sidewalk projects, working with Healthy Bedford Coordinator and Council on Aging Director to improve transportation options for seniors and bicycle/pedestrian access in and around Bedford, as well as coordinating with and providing input to the Town's Traffic Review Committee via communications and meetings with the Town Manager, DPW Director, Town Engineer, and Police Chief.

Concord Road Sidewalk Status

The TAC held a series of meetings in FY13 with the DPW, abutters, and other interested parties to discuss possible options for locating a sidewalk to extend the current sidewalk on Concord Road from Warren Avenue to Ten Acres Drive / Caesar Jones Way. This section of sidewalk was deemed particularly important in that it will connect to the existing sidewalk network on a busy street and that has the potential to add to the "Safe Routes to School" initiative. The information gathered over the course of about six months resulted in a recommendation to the Selectmen proposing the installation of a sidewalk in this area with the advantages and challenges outlined for the potential siting of the sidewalk on the east or west side of Concord Road. The design was developed and presented to abutters and affected businesses (New England Nurseries). The DPW worked closely with New England Nurseries to change the curb designs to accommodate the trucks required for their business. Preliminary drainage work was started in FY15 and the sidewalk construction is scheduled for FY16.

North Road Sidewalk Completion

During FY13, TAC was encouraged by the construction of the first phase of the North Road sidewalk from the existing sidewalk network just past 55 North Road to Harvard Drive. A continuation of the sidewalk from Harvard Drive to Pine Hill Road was to be completed during FY15. The TAC recommended that the DPW begin work to obtain additional easements to connect the North Road sidewalk to Heritage Road. This final segment will connect the North Road sidewalk into the existing sidewalk network that leads both to the center of Town and to the neighborhood surrounding Job Lane Elementary School.

Davis Road Sidewalk/White Cedar Swamp Boardwalk Status

During FY14, TAC considered a request from numerous West Bedford residents to revive a proposal to create a sidewalk or boardwalk on Davis Road, from Concord Road to Revolutionary Ridge Road, along portions of Town-owned property near the White Cedar Swamp. A plan for such a sidewalk was developed by the DPW in 1997, but despite the best efforts of the Town, the Department of Environmental Protection failed to approve the necessary wetland reconstruction that would have allowed the project to move forward at that time. A recommendation to conduct further study of the feasibility and potential cost was made to the Selectmen in August 2014. The recommendation included several candidate sidewalk designs drafted by a TAC member, Dan Silverman. The Town has since investigated the feasibility of putting a boardwalk over portions of the White Cedar Swamp. Since the disturbance to a wetland resource area will be greater than 5,000 s.f., the Notice of Intent will have to be denied on

OTHER CITIZEN COMMITTEES

Transportation Advisory Committee

the local level and reviewed (approved) by MassDEP. The process of getting approval from the MassDEP could take a few years.

Dangerous Intersections

Based on the TAC recommendations made in FY14, the DPW awarded a contract with an outside engineering firm to recommend designs for three particularly dangerous intersections in Town: North Road and Chelmsford Road, North Road and Pine Hill Road, and a third intersection that has not yet been determined. The engineering firm will deliver designs for the North Road and Chelmsford Road intersection in FY16. The other designs will follow. A member of the TAC, Dan Silverman, drafted an initial design to square off the North Road and Chelmsford Road intersection as a viable near term solution to improve visibility and safety at that intersection. The recently presented Bicycle/Pedestrian Master Plan also recommends a geometric improvement at the problematic North Road/Chelmsford Road intersection. Another problematic intersection was discussed—the four-way stop at Springs Road and Pine Hill/Page Road. A member of TAC, Evan Deardorff proposed adding an additional stop sign to the back of the existing sign on the corner of Springs and Pine Hill Road so that traffic approaching Westbound on Page Road will have a visible sign with adequate time to stop. The existing “Stop Ahead” signage on Page Road does not include the visible red stop sign, as is recommended in the Manual on Uniform Traffic Control Devices.

Taxi Voucher Program

During FY14, the existence of a taxi voucher program for Senior Citizens in the Town of Lexington was brought to the attention of the Committee. After research into the structure, cost and impact of Lexington’s Taxi Voucher

program, a recommendation was made to the Selectmen to explore the feasibility of implementing a similar program in Bedford through the Bedford Council on Aging. During FY15, the Town explored the proposed taxi voucher program. However, it was determined that there was no local taxi service to provide this service. The taxi service contracting with Lexington is located in Waltham, which is too far to be a viable option for Bedford.

Circulator Bus Program

Healthy Bedford put together a proposal to explore having a Circulator Bus Program available to residents. The Circulator Bus Program would be contracted out to a transportation provider rather than investing in Town-owned assets, such as the BLT. The bus would operate on a 5-day schedule and transport patrons to popular locations in town. The TAC endorsed this proposal and recommended that the Selectmen consider funding a trial of the proposed Circulator Bus effort put forth by Healthy Bedford.

Traffic Calming Policy Draft

During FY15, the TAC developed a draft Traffic Calming Policy based on the Concord Traffic Calming Policy. The purpose of the policy is to document a process that residents and Town departments can reference when issues of traffic in residential neighborhoods arise. Traffic volumes in Bedford have increased over the last 10 years and many neighborhoods are being used as “cut-through” neighborhoods to bypass congested traffic on arterial roads. As growth in and around Bedford continues, we expect there to be an increase in these “cut-through” routes through residential areas. Traffic calming solutions involve and affect multiple Town organizations, including police, DPW, and fire departments. Having a common policy in place will provide guidelines for all

OTHER CITIZEN COMMITTEES

Transportation Advisory Committee

stakeholders when traffic-calming measures are requested. Copies of the draft have been circulated with the police chief and DPW for feedback. We expect to continue developing the policy during FY16.

Complete Streets Policy Draft

During FY15, the TAC developed a draft Complete Streets Policy based on the award-winning Littleton Complete Streets Policy. A Complete Street is one that is safe for use by “all users,” which includes all users of the street such as cars, freight, cyclists, and pedestrians. The state Chapter 90I funds are designated for towns who have adopted or who are committed to adopting complete streets policies. Towns may use these funds for complete streets related projects. The TAC presented the draft Complete Streets Policy at the August 3, 2015 Selectmen’s meeting. Many excellent questions were brought up and the Town is moving forward to investigate what the right “next steps” should be for qualifying for the states Chapter 90I funds and in parallel, the Town Manager’s office is looking into the right language for a complete streets policy that is suitable to Bedford.

Prioritized Sidewalk Project List

During FY15, the TAC created a spreadsheet to track the old sidewalk list to begin the process of prioritizing proposed sidewalk projects. This effort was done to both catalog the requests that have been made over the years and to document the rationale when the Town decided not to take on a particular project (i.e., there were costly impediments that prevented projects from being done).

FY16 PROJECTIONS

Transportation Safety Improvements

- Support the design of a reconfigured North Road / Chelmsford Road intersection to

improve currently problematic sight lines for certain turning maneuvers.

- Pursue implementation of a Town-wide traffic calming policy, developing a menu of possible enforcement strategies and engineering treatments to mitigate volume, speed and negative driver behavior, especially in cut-through locations.
- Support the Town’s development of a Complete Streets Policy, as recommended by the Bicycle/Pedestrian Master Plan.
- Support the Town’s efforts to successfully design, engineer, and implement the extension from the existing Minuteman Bike Trail in the Railroad Avenue area to the planned and approved extension from the Middle School to Concord Road along the Town-owned railroad bed and current unpaved but well used path.
- Support the completion of the School Way safety improvement project.

Non-automobile Alternatives

- Work with Town departments and stakeholders in FY16 to develop a prioritized list of sidewalk projects based on the recommendations made in the Bicycle/Pedestrian Master Plan.
- Give input to the Middlesex 3 Coalition Transportation Committee and Healthy Bedford taskforce regarding transportation needs in Bedford. Support applications for continuation of grants funds to study and implement expansion of transportation alternatives for Bedford residents and businesses.

OTHER CITIZEN COMMITTEES

Transportation Advisory Committee

- Continue to support and facilitate the successful implementation of the proposed Bedford Circuit Loop Trails (inner and outer) in FY16.
- Investigate additional sidewalk and walking trail construction options to recommend to the Selectmen for consideration. Projects will be given priority based on the following criteria.
 - Does the proposed sidewalk project:
 - create pedestrian access to the Town Center, schools or recreational facilities.
 - take advantage of available rights-of-way.
 - increase pedestrian safety in identifiably hazardous areas.
 - improve the connectivity of the sidewalk network.
 - serve a substantial number of residents.
 - improve access to public transportation.
 - continue participation in both the Healthy Bedford Initiative and the Safe Routes to School Program.

Volunteer Coordinating Committee

Patricia Carluccio, *Chair*

PURPOSE

The Volunteer Coordinating Committee (VCC) is established by Bedford's Charter to identify and recruit qualified candidates for all appointive offices in the Town, except for paid Town staff positions and candidates for the VCC itself.

The VCC makes every attempt to identify multiple candidates so that the appointing authority (usually the Selectmen) has more than one individual to consider for each appointment.

To meet its goals of recruiting potential candidates for committee vacancies during FY15, the VCC continued to follow the policies it has adopted over the past few years. The policies include:

1. VCC members establish contact with the

chairs of all appointed boards, committees and commissions. Through this liaison arrangement, the VCC can ascertain whether the committee experiencing the vacancy has any special recommendations for the vacant position or seeks specific qualities in the candidates under consideration.

2. Treat equally all appointees who meet the minimum qualifications for appointment.
3. Encourage all potential applicants to read the most recent Bedford Annual Town Report and the Town Bylaws to understand the missions and activities of the committee of interest.
4. Urge all potential candidates for appointment to attend a meeting of the committee of interest.
5. Inform the appointing authority of all the potential appointees who meet minimum requirements, even if it (VCC) recommends only a certain number of candidates to the appointing authority for interviews.

OTHER CITIZEN COMMITTEES

Volunteer Coordinating Committee

6. Contact individuals who were not appointed – as well as residents who are not quite ready to volunteer – to encourage them to consider other committee openings.
7. Continue to utilize criteria as a guide to evaluate applicants for Finance Committee (FinCom) and Capital Expenditure Committee (CapEx) vacancies.

“Tier 1” criteria are the “most important” for VCC consideration:

- A. Candidate understands the time requirements for serving on FinCom and CapEx and can demonstrate an ability to meet these time demands.
- B. Town Meeting attendance is required, verified by the Town Clerk’s official records, if necessary.
- C. Attendance at FinCom/CapEx meetings is required (provided such meetings are available) to understand these committees’ fiscal roles and responsibilities.

“Tier II” criteria are “somewhat important” for VCC consideration:

- A. Business experience is desirable, but not compulsory.
- B. Finance/accounting/budget experience is desirable, but not compulsory.
- C. Participation on other Town government committees (elected or appointed) is desirable, but not compulsory.
- D. Participation in local non-government organizations (church, school, sports, etc.) is desirable but not compulsory.
- E. Recommendations from the committee that has the vacancy.

FY15 HIGHLIGHTS

During FY15, the VCC’s actions at its monthly meetings resulted in the submission of potential candidates to fill vacancies on the vast

majority of boards, committees and commissions.

The major activities performed by the VCC this fiscal year were:

- Worked with the Town Manager’s office to identify individuals whose terms were ending on all appointed boards, committees and commissions as of June 30, 2015, and identify qualified candidates to fill all open seats.
- Recruited Bedford residents interested in filling vacancies on all appointed committees.
- Helped recruit 10 excellent candidates for the new ad-hoc committee formed by the Selectmen to work on the issues surrounding Fawn Lake.
- Recruited applicants per the request of the Selectmen to fill a vacancy on the Bedford Housing Authority until the March 2015 Town Election.
- Recruited applicants for the new Ad Hoc Historical Museum Study committee which was created by the Selectmen.
- Recommended that the Selectmen eliminate the inactive Affirmative Action Monitoring Committee (AAMC) and replace its functions with the annual reporting to the Selectmen by the Town employee responsible for compiling affirmative action statistics. The Selectmen accepted the VCC’s recommendations, and will eliminate the AAMC once the Town’s Affirmative Action Plan (which refers to the AAMC) is updated.
- Recommended that the Selectmen meet jointly with the Conservation Commission and Trails Commission to clarify the number of members on the Trails Committee and to develop a formal “charge” for the Trails Committee.

OTHER CITIZEN COMMITTEES

Volunteer Coordinating Committee

- Attended Town Meetings and Special Meetings and handed out informational sheets encouraging residents to volunteer for Town committees.

In addition, the VCC's submitted recommendations to the Charter Review Committee to clarify the VCC's responsibilities under Section 3-5 of the Town Charter, which were accepted as bylaw changes at Town Meeting March 2015. The Charter Review Committee also recommended increasing the size of the VCC from 3 committee members to 5 committee members which was approved as a bylaw change at Town Meeting March 2015. The intention is to increase the reach into new and different groups across Bedford.

FY16 PROJECTIONS

The VCC will continue its discussions and trials of various strategies for marketing committee vacancies to Bedford residents in an effort to encourage more residents to participate in Town committees. Some strategies already employed include submitting articles to the local print and online media, handing out flyers at Town Meetings and Bedford Day, and making announcements at large public Town events. A public service announcement was also taped at Bedford Cable and is played periodically on Bedford's cable station in an effort to help residents understand available committees and how to submit their application to volunteer.

TOWN CLERK AND ELECTIONS

Board of Registrars of Voters

BOARD OF REGISTRARS OF VOTERS

Doreen Tremblay, Clerk

Diane Cameron

Anita T. Feld

James W. Martin

The Board of Registrars of Voters consists of the Town Clerk and three citizens appointed by the Selectmen with recommendations from the Democratic and Republican Town Committees. Under present law, there cannot be a majority of any party represented. Our 2015 Board has two Republicans and two Democrats. The primary purpose of the Board is to protect the integrity of the Voters' List by insuring proper additions, subtractions, addresses, and political designations. The Board can

also hold hearings if there are any questions about voters' rights.

POLITICAL PARTIES

The recognized political parties in Massachusetts are Democratic and Republican. Only these have primary elections. The other authorized political designations are: America First Party, American Independent Party, Conservative Party, Constitution Party, Interdependent Third Party, Green Party USA, Green-Rainbow Party, Libertarian Party, Massachusetts Independent Party, Natural Law Party, New Alliance Party, New World Council, Pirate Party, Prohibition Party, Rainbow Coalition, Reform Party, Socialist Party, Timesizing Not Downsizing Party, Veterans Party of America, We The People Party, Working Families, and World Citizens Party. The

TOWN CLERK AND ELECTIONS

Board of Registrars of Voters

Independent Voters Party no longer exists but "Unenrolled" is still being used as the designation for independent status.

PRIMARY ELECTIONS

Since primary elections are only for "recognized party" members, every enrolled party voter (Democratic and Republican Party) must take their "recognized party" ballot in order to participate. Unenrolled voters may choose any ballot.

ANNUAL CENSUS

Since the Voting List is predicated on the Annual Census List, the Registrars of Voters also assist the Town Clerk's office in collecting and verifying census data. A great deal of research is required to make the annual list accurate and useful via calls, and visits and often use of other Town records to find lost and new residents. This list also has great historical importance because it serves as a permanent record for genealogical and legal searches.

FY15 HIGHLIGHTS

ELECTIONS AND TOWN MEETINGS

During the summer, the Town Clerk developed the schedules for voter registration and voting for the Fall Elections at the Carleton-Willard nursing home and E.N.R. Veterans Administration Hospital. The letter to the election workers listed the full schedule to the end of 2014 with the postcard for the election worker availability. Eleven election workers attended a training session on elections. Seven workers received promotions. Four new election workers received orientation. The training materials reflected any law changes.

At the August Carleton-Willard voter registration, ten new residents registered to vote. Residents unable to attend the session

visited the Town Clerk's Office to register. For the State Primary voter registration deadline, fourteen new residents registered during the day and three at night.

The staff at Carleton-Willard suggested election workers park away from the ongoing construction during voter registration and voting at the facility. The staff was concerned there would be limited parking available for election workers. There were no parking issues at voter registration or voting sessions. At Carleton-Willard, ninety-one residents voted at the session for the State Primary.

State Primary report:

The Secretary of State notified Town Clerks in the fifth congressional district of a recount. The race was close between John Tierney and Seth Moulton. John Tierney conceded the night of the election.

The turnout was 19%. There were no issues to report with the machines. Issues at the election included confusion of voters regarding party enrollment.

The Town Clerk reviewed and revised the warrants for the State Election and State Primary. The Selectmen approved the warrants for the upcoming elections. Both warrants were posted by the deadline.

Due to a voter registration card inserted in the Secretary of State question summary for the November election, the mailing created a large number of voter registrations to enter. Fifty percent of the new registrations were duplicates. Campaigns also mailed out absentee ballot postcard applications to all residents. The postcards did not include mailing addresses which in some cases caused the application to be rejected.

TOWN CLERK AND ELECTIONS

Board of Registrars of Voters

At the Carleton-Willard voter registration for the State Election, six new residents registered. At the deadline, sixteen residents registered during the day and four at night.

At E.N.R. Veterans Administration Hospital, twenty-six veterans registered for the State Election. Out of the twenty-six, fifteen were new. The Town Clerk visited the hospital several times to ensure ample opportunity for the veterans to register. The Town Clerk requested that the administration spread the word about the upcoming scheduled voting to ensure all veterans could vote.

At Carleton-Willard, one hundred and twenty-two residents voted for the State Election. The Town Clerk received many compliments on the voting.

The Town Clerk returned to the Veteran's Hospital a total of three times. On the first visit, only six veterans voted. On the second visit, ten veterans voted. On the final visit, five veterans voted. The Town Clerk plans to meet with the hospital staff to discuss future improvements for the voter registration and voting.

State Election report:

With a sixty percent turnout, the operation of voting was smooth. No issues with the machines occurred. The problem with parking continued after the Town Clerk asked school administration to bus the teachers. At voter research, there were over one hundred problems due to the resident not registering in their current community of residence.

At the Special Town Meeting, one hundred and sixty one voters attended. All articles passed except the charter amendment to increase the number of voters on a recall petition from 10%

to 20%. The basis of the articles consisted of budget changes, zoning amendments, charter amendments, and general bylaw amendments.

At the voter registration for the Town Election, there were no new registrations. The Town Clerk's Office mailed out voter registration cards as requested from the census. This mailing eliminated the need for voter registration for the Town Election.

At the Town Election, the turnout was 4% due to the inclement weather. For the School Committee race, Dan Brosgol won the seat. There were no problems to report.

At the Annual Town Meeting, the turnout was two hundred fifty three voters for the first night of a two night Town Meeting. All articles passed.

Registered voters for the fiscal year 2015:

Unenrolled	5,808
Democrats (D)	2,685
Green-Rainbow (J)	7
Republicans (R)	1,241
American Independent (Q)	1
Timesizing (T)	4
Libertarian (L)	11
United Independent (CC)	
Total	9,796

TOWN CLERK AND ELECTIONS

Town Clerk

Doreen Tremblay, Town Clerk

The Town Clerk's Office primarily provides information and keeps records for the citizens of Bedford. The Town Clerk is administrator of all elections and a Registrar of Voters. The additional services provided by this office are copies of vital records, voter registration, dog licenses, marriage licenses, business certificates, raffle permits, zoning, general and sign bylaws, Town Meeting article certifications, and archival research. The Town Clerk is also the clerk of all Town Meetings and Board of Registrars.

ANNUAL CENSUS

Census forms are mailed to all households on January 1 of each year. The purpose of these surveys is to gather statistical information about the Town citizens and to provide the basis for the State aid. Citizens are instructed to list all members of the household and dogs and then return the completed form to the Town Clerk's Office by the first week in February. A second mailing to non-respondents requires a postage paid confirmation card to be returned promptly. The resident listed in the previous year is requested to return the card signed stating whether he/she lives in Bedford with the current address noted. Failure to respond to the census affects our State aid status and eventually voter eligibility. Ninety-five percent of our residents return their census forms.

FY15 HIGHLIGHTS

ELECTIONS

See Board of Registrars

The budget for Elections was increased to reflect the increase in minimum wage. For 2016, the minimum wage increases to \$10.00 per hour. A survey of surrounding

communities indicated that Bedford was below the average.

OFFICE

All preparations for 2015 were setup including e-mails to departments to verify vacancies for elected boards. Due to resignations on elected boards, certain election communications required revision to accommodate the changes.

The Town Clerk met with the consultant regarding the Town-wide communication study. The consultant asked questions on the document management system and other computer systems in the Town Clerk's Office.

Every two years committee members must retake the conflict of interest training. A mailing was sent to all committee members required to retake the test.

DOGS

Enforcement of the dog bylaw continues. The Animal Control Officer mailed out warnings and fines to dog owners who did not relicense their dogs by the deadline. After the dog registration deadline in August, warnings and fines were prepared. The number of delinquent dog owners dropped from one hundred eighty four to fifty. One hundred and fifty one fines were sent to new dog owners.

RECORDS MANAGEMENT

Work flow meetings for the development of the Laserfiche system occurred every week. Review of the retention schedules and testing of the system were the priorities for the office. Training on the system continued through the summer into the fall months.

The Records In Common retention schedule was linked to all departments. The programmer created retention schedules for

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Town Clerk

Facilities and Recreation.

Areas of improvement in programming included how to incorporate the approval form for destruction of records from the State Supervisor of Records and how to account for records to be destroyed without approval. The office staff reviewed the programming changes and developed a list of outstanding issues for the programmer to address.

The office staff is dropping and dragging five years of scanned records into Laserfiche. The office is also scanning in the record series for Zoning Board of Appeals which is 74% complete (26 cartons total).

The project to microfilm death records continues. We are counting the death records to ensure that information on the back of the certificate is microfilmed and a quote is requested that accurately reflects the total number of frames for the microfilm. The microfilm will be divided into two segments 1920-1989 and 1990 to present.

WEB SITE

Constant updates continue for the web site for elections and Town Meetings. The following new information is displayed on the web site:

- Town Election calendar
- Sample ballots for all elections
- Minutes of Caucus and Town Meetings
- Approvals of bylaw changes by the Attorney
- Lists of candidates for the Caucus and Town Election
- Advertisements for absentee ballots
- Warrants for elections and Town Meetings

VITAL RECORDS

Our office approved the first online death record from the State Vitals system. Since this

record was generated by the Medical Examiner, there was a mistake on the address where the death occurred. The Town Clerk worked with the State to track the location of this death record in various queues from the funeral home to the Board of Health for the burial permit. There are remaining system glitches to be resolved, such as lining up the death record properly on letterhead for printing a certified copy.

As expected the number of amendments to death records has doubled. When the informant receives the certified copies, errors are discovered on the death certificates which need to be corrected electronically.

FY16 PROJECTIONS:

- Microfilm deaths and check quality of the microfilm.
- Prepare for the upcoming year of elections and town meetings.
- Train on new online death registration system.
- Train on new document management system.
- Release the document management system to departments.

Vital Statistics 2014:	
Births	131
Deaths (includes VA Hospital)	273
Marriages	53
January 1, 2015 Town Population	13,995

TOWN CLERK AND ELECTIONS

Annual Town Election - March 14, 2015

ASSESSORS		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	735-9,769	7.5%
Total Votes	609	
Number of Uncast Votes	126	
RONALD M CORDES	598	98.19
Write-in Votes	11	1.81%

BOARD OF HEALTH		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	735-9,769	7.5%
Total Votes	1,167	
Number of Uncast Votes	303	
SARAH B THOMPSON	592	50.73%
ANITA RAJ	574	49.19%
Write-in Votes	1	0.09%

LIBRARY TRUSTEE		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	735-9,769	7.5%
Total Votes	1,174	
Number of Uncast Votes	296	
ROBERT L BATT	508	49.40%
MICHAEL A PULIZZI	591	50.34%
Write-in Votes	3	0.26%

BEDFORD HOUSING AUTHORITY		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	735-9,769	7.5%
Total Votes	595	
Number of Uncast Votes	140	
ROBERT N SCHMALZ	594	99.83%
Write-in Votes	1	0.17%

SELECTMEN		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	735-9,769	7.5%
Total Votes	644	
Number of Uncast Votes	91	
MARGOT FLEISCHMAN	638	99.07%
Write-in Votes	6	0.93%

PLANNING BOARD		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	735-9,769	7.5%
Total Votes	599	
Number of Uncast Votes	136	
JEFFREY M COHEN	598	99.83%
Write-in Votes	1	0.17%

SCHOOL COMMITTEE		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	735-9,769	7.5%
Total Votes	723	
Number of Uncast Votes	12	
JENNIFER L KELLEY	334	46.20%
D. HARLEY BROSGOL	338	53.67%
Write-in Votes	1	0.14%

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2014

The Moderator called the Town Meeting to order. The Special Town Meeting convened at 7:31 p.m. in the Bedford High School Auditorium. A quorum of one hundred and sixty-one registered voters was present. The Town Clerk read the return of service. The Moderator announced her name is "Betsey Anderson". The Moderator stated that the Town Meeting is the business meeting of the Town. Proper decorum must be maintained. The Moderator stated that the Town Meeting rules are published in the back of the warrant. The Moderator reviewed the rules of Town Meeting. A voter may not speak unless the Moderator recognizes them. Microphones are in the aisles. Name and address are required to speak. A voter may not speak more than twice in debate unless they have a question. Respect the time limits. Questions must be directed through the Moderator. Debate must be kept within the scope of the motion. Amendments must be in writing for the Town Clerk and Moderator. There is no clapping or booing. Local cable is taping the meeting. Local cable will not tape during the voting. Turn off cell phones. If you need to take a phone call, please go to the lobby. Obtain a orange card for voting at check-in for hand counts.

The tellers for the evening are: Peter Donahue, Rosemary Dyer, Charles Huxsaw and Gloria Moll. The Moderator stated that the center section of seating in the auditorium was divided by tape to expedite the counting procedure for the tellers.

Article 1 - Debate Rules

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town adopt the following procedure for the current Special Town Meeting:

- A. A speaker presenting an article or amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:45 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted by two-thirds vote.

Article 2 - Disposition of Abandoned Property

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town accept Section 9A of Massachusetts General Law Chapter 200A.

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Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Don Corey presented the report for the Historic Preservation Committee.

Article 3 - General Bylaw Amendment – Demolition Delay

William Moonan made the following motion and the motion was seconded.

Voted, that the Town amend the General Bylaws of the Town of Bedford under Article 57- Demolition Delay, as follows:

ARTICLE 57. DEMOLITION DELAY**57.2 Definitions**

Delete and substitute the following definition:

Current Text:

"Preferably Preserved" – Any significant building which the Commission determines, following a public hearing, that it is in the public interest to be preserved or rehabilitated rather than to be demolished. A preferably preserved building is subject to the twelve-month demolition delay period of this Bylaw.

Proposed Text:

Preferably Preserved - If, following a public hearing, the Commission determines that the demolition of a significant building would be detrimental to the historical or architectural heritage or resources of the town and that it is in the public interest that the building be preserved or rehabilitated rather than be demolished, such building shall be considered a preferably preserved building.

57.4 Procedure*Current Text:*

If the Commission determines that the building is preferably preserved, the Commission shall notify the Building Inspector and applicant in writing. No demolition permit may then be issued for a period of twelve (12) months from the date of the determination unless otherwise agreed to by the Commission. If the Commission does not so notify the Building Inspector within twenty-one (21) days of the public hearing, the Building Inspector may issue the demolition permit.

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Upon a determination by the Commission that any building which is the subject of an application is a preferably preserved building, no building permit for new construction or alterations on the premises shall be issued for a period of twelve (12) months from the date of the determination unless otherwise agreed to by the Commission.

Proposed Text:

If the Commission determines that the building is preferably preserved, the Commission shall notify the Building Inspector and applicant in writing. No demolition permit may then be issued for a period of **eighteen (18) months** from the date of the determination unless otherwise agreed to by the Commission. If the Commission does not so notify the Building Inspector within twenty-one (21) days of the public hearing, the Building Inspector may issue the demolition permit.

Upon a determination by the Commission that any building which is the subject of an application is a preferably preserved building, no building permit for new construction or alterations on the premises shall be issued for a period of **eighteen (18) months** from the date of the determination unless otherwise agreed to by the Commission.

Current Text:

The Building Inspector may issue a demolition permit or a building permit for a preferably preserved building within the twelve (12) months if the Commission notifies the Building Inspector in writing that:

Proposed Text:

The Building Inspector may issue a demolition permit or a building permit for a preferably preserved building within the **eighteen (18) months** if the Commission notifies the Building Inspector in writing that:

Current Text:

Following the twelve (12) month delay period, the Building Inspector may issue the demolition permit.

Proposed Text:

Following the **eighteen (18) month** delay period, the Building Inspector may issue the demolition permit.

57.7 Enforcement and Remedies

Current Text:

If a building subject to this Bylaw is demolished without first obtaining a demolition permit, no building permit shall be issued for a period of two years from the date of the demolition on the subject parcel of land or any adjoining parcels of land under common ownership and control unless otherwise agreed to by the Commission

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Proposed Text:

No building permit shall be issued with respect to any premises upon which a significant building has been voluntarily demolished in violation of this bylaw for a period of three (3) years from the date of demolition unless otherwise agreed to by the Commission. As used herein "premises" includes the subject parcel of land and any adjoining parcels of land under common ownership and control. Upon a determination by the Commission that a building is a preferably preserved building, the owner shall be responsible for properly securing the building, if vacant, to the satisfaction of the Building Inspector. Should the owner fail to secure the building, the loss of such building through fire or other cause shall be considered voluntary demolition for the purposes of this section.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted.

Article 4 - Zoning Bylaw Amendment - Industrial Mixed Used

Shawn Hanegan made the following motion and the motion was seconded.

Voted, that the Town amend the Zoning Bylaw by replacing Section 15, Industrial Mixed Use as printed in its entirety:

15.1 General Purpose

The Industrial Mixed Use special permit from the Planning Board is intended to foster desirable economic development for the community, by facilitating the development and redevelopment of sites that encompass combinations of land use that are different but compatible and economically complementary to one another. Projects may consist of multiple uses contained in a single building, or campus-type configurations involving more than one building on one parcel (or contiguous parcels in common ownership). In either case, the development is intended to improve site and community amenities, reduce environmental impacts and add value to property.

15.2 Authority and Applicability

15.2.1 Special Permit Granting Authority

The Planning Board shall be the Special Permit Granting Authority for Industrial Mixed Use developments.

15.2.2 District Applicability

An Industrial Mixed use special permit shall be allowed in the following districts: Industrial Park A, Industrial B, Industrial C, and Commercial.

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15.2.3 Master Planning and Phasing Option

Industrial Mixed Use development projects may be submitted at the applicant's discretion in a master planned permitting structure, wherein a general special permit is granted with the expectation that detailed phasing plans will be submitted for special permit review upon their readiness for construction.

15.3 Development Objectives & Plan Review Criteria for Industrial Mixed Use Projects

The following are the Development Objectives to which all IMU special permit projects shall aspire, and the Review Criteria which the Planning Board shall apply in evaluating all IMU special permit applications:

15.3.1 Development Objectives

In proposing projects under the Industrial Mixed use special permit, applicants shall consider and strive to attain the following objectives, whether the submission is a new development or a redevelopment/retrofitting of an existing development, or any combination thereof:

Generate harmonious clusters of economic activity where the uses complement one another and in doing so help the community at large.

Facilitate combinations of uses that reflect the viable and emerging businesses of all types associated with the economy of the Boston metropolitan region and the Commonwealth of Massachusetts.

Invest capital to beautify properties and increase the physical and visual integration of uses and buildings.

15.3.2 Plan Review Criteria for Industrial Mixed Use Projects

Plans reviewed by the Planning Board under an IMU special permit shall be evaluated in terms of the following criteria, wherever applicable, whether the submission is a new development or a redevelopment/retrofitting of an existing development, or any combination thereof, and subject to appropriate findings by the Planning Board:

The determination that the uses proposed are complementary to and compatible with one another economically and in terms of site usage, and that the mix of uses furthers the intent of this section and the zoning bylaw.

Where multiple buildings are involved, the extent to which improvements are included that will establish or enhance the distinct visual relationship of the buildings to one another, using elements such as: the physical siting of the buildings themselves; open space; common areas; landscaping; trails and walks; or other site amenities to define and reinforce that relationship.

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The accommodation in site design of pedestrian walks and trails, bicycle travel and off-site connectivity to other trails, conservation areas and destinations.

The reduction or avoidance of large concentrations of at-grade parking lots in favor of smaller, multiple lots where possible, or alternatively, to break up large expanses of pre-existing parking with landscape and pedestrian features.

The use of viable shared parking arrangements, to minimize the amount of parking, impervious surface and stormwater runoff.

The incorporation of low impact development techniques to provide or supplement stormwater management.

The adequate addressing of all conventional site design issues, such as internal traffic circulation, public safety, provision of utilities and other aspects normally seen in all plans.

15.4 Permitted Uses

The following uses shall be allowed by special permit in Industrial Mixed Use developments, including a modification to Table I under the Commercial district column, to change the allowed status of industrial mixed uses from “No” (not permitted) to “SP” (allowed by special permit):

- Business and Professional Offices
 - General offices: corporate and multi-occupancy
- Light Manufacturing
 - Computer and related manufacturing or assembly
 - Electronics parts, circuitry and products, manufacturing or assembly
 - Medical device research, manufacturing or assembly
- Information Technology & Life Sciences
 - Information technology & data Storage
 - Software Development & Services
 - Bio-pharmaceuticals research, development and manufacturing
 - Industrial biotechnology or informatics
 - Biological testing laboratories, excluding bio-safety level four (BL-4) as per Centers for Disease Control
 - Earth sciences, environmental research, testing & development
- Health Care
 - Medical clinics, offices & services
- Institutional & Educational
 - Educational and training, for profit
 - Non-profit foundation or institutional use

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- Educational or child care facility, exempt under MA law
- Retail & Services
 - Retail and personal services stores with gross floor area not exceeding 10,000 square feet
- Restaurants, Hostelry & Recreation
 - Restaurants with sit-down table service, not of the fast order or drive-through type, but not excluding take-out service.
 - Hotel (Industrial Districts only)*
 - Fitness businesses, any type, with gross floor area not exceeding 10,000 square feet
 - Recreation or cultural business with gross floor area not exceeding 5,000 square feet
- Other Uses
 - Other uses determined to be fully compatible with those in this section but not listed herein
 - Municipal facilities
- Accessory Uses
 - Free-standing parking structure
 - Private or public solar array
 - Common utility, power and communication facilities with screening and planting appropriate to the site & abutting uses.

15.5 Mixed Use Minimum Criteria

The following are the minimum thresholds for constituting an IMU development:

15.5.1 Minimum Number of Uses

The proposed IMU development must have a minimum of two distinct uses as defined by the allowable uses in this section, whether contained in a single building or multiple buildings.

15.5.2 Minimum Mixed Use Floor Area

No single use or like grouping of uses shall occupy more than 92% of the gross floor area of a single building or 94% of the total GFA of all buildings on the site.

15.6 Density

The following are the maximum density entitlements for an IMU special permit. The Planning Board may limit any development project to less than these density entitlements for circumstances that are necessary to protect the public interest or other properties, or to further the aims of this section and the Zoning Bylaw:

15.6.1 Maximum Floor Area Ratio (FAR)

The FAR for any IMU development shall not exceed .35.

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15.6.2 Increase in FAR

The FAR may be increased to .40 in cases where a Shared Parking Plan has been submitted and has demonstrated to the satisfaction of the Board by means of a finding that it will reduce the parking supply to less than that required by section 7.4 of this Bylaw, as verified by the Code Enforcement Director. Said finding shall be based on a determination that due to any combination of factors among the participating businesses such as hours of operation or employee work shifts, peak customer demand, minimal parking needs on-site or other complementary circumstances among businesses, a reduction in the required parking supply for the project is justified.

15.7 Dimensional and Performance Requirements

The following standards shall apply to all development projects seeking an IMU special permit:

15.7.1 Flexibility Criteria

It is the intent of this section to allow for a high degree of flexibility in the design or retrofitting of projects seeking an IMU special permit, in terms of the dimensions provided for the proposed development. The Planning Board shall determine the adequacy of the proposed dimensions and may adjust proposed dimensions upward or downward in accordance with the following criteria:

Adequacy of setbacks, yards and parcel perimeter buffering to avoid negative impacts on abutting and nearby uses from buildings or parking associated with the IMU development

Aesthetic enhancement for the immediate vicinity and the wider area or district

Use of existing site amenities within setback areas, including vegetation, landscaping, topographic characteristics, stone walls, surface water or other features.

15.7.2 Dimensional minima and maxima for the full development parcel:

Minimum Lot Area:	One (1) acre
Minimum Frontage:	As in existing zoning district, but may be reduced by the Planning Board within the IMU special permit discretionary authority.
Minimum Front Setback:	As in existing zoning district, but may be reduced by the Board.
Minimum Side and Rear	As in existing zoning district, but may be reduced by the Yards: Board.

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Maximum Building Height	As in existing zoning district.
Minimum Lot Landscaping	30%
Maximum Lot Coverage	35%

15.8 Parking Requirements, Site Access, Transportation

The following are the flexible parking provisions for an IMU development:

15.8.1 Type of Facility

Parking may be provided at ground level, at sub-grade within buildings or in attached or detached parking structures.

15.8.2 Parking Site Location & Distribution

Parking within the front setback of buildings shall be confined to spaces for vehicles involving: visitors: emergency services: handicapped access: drop-off and pick-up of people or goods: transit systems and preferred spaces for certified car and van pool users operating through an organized trip reduction program.

All other parking shall be located at the rear or side of buildings.

Effort shall be made to distribute parking among multiple smaller lots rather than in one or more large expanses of parking, or, in the event of pre-existing large concentrations of parking, to provide visual and functional relief by means of landscaping, separation, pedestrian ways and other amenities.

15.8.3 Parking Quantity

Total parking supplied on site shall be evaluated by the Planning Board for adequacy to serve the proposed mix of uses.

After the parking required by zoning and any existing parking spaces are verified by the Code Enforcement Director, the Board may deem parking supply excessive or inadequate and request revision of the parking plan, or it might deem the parking to be adequate.

In determining adequacy, the Board shall take into account whatever combination of pre-existing and newly proposed parking spaces constitutes an optimum quantity, and shall make a finding to that effect.

Electric vehicle charging stations may be located within any parking area.

Section 7.4.3 concerning the granting of relief from parking regulations by the Zoning Board of Appeals shall not apply.

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15.8.4 Shared Parking

Shared parking arrangements may be proposed to reduce the extent of parking lots and impervious surface and reduce stormwater runoff. A Shared Parking Plan shall be provided in these instances, documenting that the planned arrangements will reduce the parking supply to less than that required by section 7.4 of this Bylaw, as verified by the Code Enforcement Director. Said Plan shall substantiate that the targeted parking reduction is viable among building occupants due to any combination of factors such as hours of operation or employee work shifts, peak customer demand, minimal parking needs on-site or other complementary circumstances among the businesses. Significant changes to these circumstances or to the participating businesses may require a special permit minor modification before the Planning Board. Shared Parking Plans may be submitted for a minor special permit modification at any time after the development is operational, for the purpose of avoiding anticipated future parking demand that might exceed the capacity of the site.

15.8.5 Reserve Parking

The Planning Board may consider for approval the placing of some of the on-site parking supply into future reserve status, where it remains unbuilt until needed, provided the Board finds that the immediate parking demand is satisfied by the constructed parking spaces. Construction of such parking areas, should it involve minimal adjustment to previously approved parking quantity or physical layout, shall be subject to a minor special permit amendment.

15.8.6 Curb Cuts

The Planning Board shall determine that the number of curb cuts shown on the Plans to serve the site along any frontage, including frontage on more than one street, is adequate but not excessive, considering both pre-existing and newly proposed curb cuts. This determination shall be made in consultation with DPW Engineering and may include referral to the Selectmen sitting as Road Commissioners.

15.8.7 Transportation Mitigation

A) Trip Reduction

In IMU development projects that it deems to be sufficiently large in number of employees and regular in terms of peak hour commuting patterns, the Planning Board may require as a condition of the special permit participation in a transportation management association, existing transit shuttle bus or other trip reduction program.

B) Traffic Mitigation

In IMU development projects where, after Department of Public Works or other engineering review, determines that the net traffic increase will be of sufficient impact to result in traffic congestion at site curb cuts and/or reduction of level of service at area intersections, the Planning Board may require as a condition of the

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special permit that improvements be made within the public right of way to mitigate traffic impacts. Such mitigations shall be subject to review and approval by the Selectmen acting as Road Commissioners. Performance guarantees to secure the proper construction of off-site traffic mitigations may be required by the Planning Board, in consultation with DPW Engineering. Alternatively, or in addition to, any physical improvements, other means of reducing traffic congestion may be required, including but not limited to contributions to a relevant traffic study or an adjacent capital improvement project being carried out under other auspices.

15.9 Application

The following are the requirements for submission of IMU special permit application materials. The Planning Board may waive the provision of select items if felt to be unnecessary for or inapplicable to the development project, or may do so by delegation to professional staff:

15.9.1 Plan Submission: Format & Quantities

A) Plan sets and other relevant graphic materials: the applicant shall submit the following: a digital PDF file of the full plan set and other graphic materials; ten (10) paper copies of the full plan set and other graphic materials at the 11" x 17" dimension; three (3) plan sets at full 24" x 36" size; and, at the discretion of the Planning Department staff and Department of Public Works engineering staff—Autocadd files for the project plan set in original CADD format and/or in readable drawing format.

B) All text documentation and application materials: the applicant shall submit the following: a digital PDF file of all required and voluntarily-provided materials; ten (10) paper copies of same.

15.9.2 Plan Submission Content

Plans of the site and related engineering details shall be stamped by a registered professional engineer licensed to practice in Massachusetts. Plans shall generally follow the submission requirements in Section 7.5.2.1, paragraphs (a) through (e), subject to modification on a case basis, but typically shall include the following: cover sheet, legend and notes; existing site conditions; general site layout; grading and topography; stormwater management; utility plans; detailed landscape plans, the final version of which shall be stamped by a registered landscape architect licensed to practice in Massachusetts; and as many sheets as are needed to portray engineering details covering all aspects of utilities, infrastructure and site engineering and construction. If pertinent, the package may include traffic diagrams; building elevation drawings; impact analysis for designated aspects of the project, or other material pertinent to the proposed development.

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15.9.3 Other Submission Materials

Submission packages shall include the Application Form; a Cover Letter; Drainage Calculation Reports; and other material deemed to be necessary in pre-application communications. Additional material may include, on a case basis as needed, traffic impact analysis; groundwater protection studies and plans; operation and maintenance plans for on-site utilities; common maintenance agreements; analyses in aspects of project impact; and other materials deemed to be necessary by the Planning Department or Board.

15.10 Planning Board Findings

A special permit shall be issued under this section if the Planning Board finds that the development is in harmony with the Purposes and the Objectives and Review Criteria of this section and that it contains a compatible mix of uses sufficiently advantageous to the Town to render it appropriate to depart from the requirements of the Bylaw otherwise applicable to the Industrial or Commercial District in which the development is located.

15.11 Amendments

After approval, the developer may seek amendments to the approved plan. Minor amendments may be made by a majority vote of the Planning Board. It shall be a finding of the Planning Board whether a requested amendment is deemed to be major or minor. A major amendment shall require the filing of an amended special permit application.

* A hotel located therein in the Industrial Park A, Industrial B, Industrial C districts may contain, in addition to guest rooms, lodging units that are suites with permanent cooking facilities for temporary or intermittent stay required for guests who are there as temporary occupants engaged in business activity, or if for other purpose, subject to the limitations of 4.2.6.1 in this zoning bylaw.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared motion adopted by two-thirds vote.

Article 5 - Zoning Bylaw Amendment - Landscaping, Tree Protection and Visual Screening in Developments, including Greenbelts, and Perimeter No Building Rules in Cluster and Planned Residential Developments

Jeffrey Cohen made the following motion and the motion was seconded.

Voted, that the Town amend various sections of the Zoning Bylaw, relating to landscaping, tree protection and visual screening in developments, including changes to the current Greenbelt provision, and to the 50 foot wide perimeter no building rules in Cluster and Planned Residential Developments:

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A. Section 6. Change title.

Current Text:

DIMENSIONAL REGULATIONS

Proposed Text:

DIMENSIONAL AND LANDSCAPING REGULATIONS

B. Section 6.2.12, Interpretation – Minimum Lot Landscaping

Current Text:

Minimum Lot Landscaping

The total ground area landscaped shall be at least the required minimum lot landscaping as noted in Table II. Such landscaping shall be designed to reduce the visual impact of the principal use upon adjacent property and within the lot. Where the developed area adjoins land zoned for residential use, a green-belt shall be provided. Such green-belt shall consist of four (4) staggered rows, each row ten (10) feet apart, of substantially sight impervious evergreen foliage at least 8 feet in height or planting of shrubs and trees complimented by a sight-impervious fence of at least 6 feet, but not more than 8, in height or such other type of landscaping as may be required under site plan approval. In all developments, to the extent practicable, existing trees shall be retained and used to satisfy the provisions of the minimum lot landscaping. In the Limited Business and Commercial Districts the front-age lots shall be landscaped with a minimum of one deciduous tree for each 35 linear feet. The tree species shall be in accordance with the requirements of the Bedford Department of Public Works.

Proposed Text:

Minimum Lot Landscaping **and Standards**

The total ground area landscaped shall be at least the required minimum lot landscaping as noted in Table II. Such landscaping shall be designed to reduce the visual impact of the principal use upon adjacent property and within the lot. **In particular, attention shall be paid to the following aspects:**

a) In the Industrial, Commercial and Business Districts or where required for specific types of development under other provisions of the Zoning Bylaw, ~~where~~ Where the developed area adjoins land zoned for residential use, a landscape buffer shall be provided. The adequacy of such a landscape buffer shall be a matter for consideration in any review of a site plan or special permit within the purview of the Planning Board. The nature of this buffer shall be appropriate to the aesthetic character of the structures and uses on the lot, as viewed across the relevant boundary. It shall include substantially sight impervious screening of any exterior equipment, storage or loading areas with dense planting of trees and shrubs, which may be supplemented by a fence. Buildings that present blank facades will require more planting to moderate their visual impact than those with architectural detailing and a scale compatible with a residential area. Existing assets that have the potential to contribute to an attractive site perimeter should be identified and used to advantage as far as practicable; these may include vegetative, topographic, water or wetland features, and

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~~structures such as historic buildings or stone walls. The proximity to existing or potential future residences shall be taken into account. a green belt shall be provided. Such green belt shall consist of four (4) staggered rows, each row ten (10) feet apart, of substantially sight impervious evergreen foliage at least 8 feet in height or planting of shrubs and trees complimented by a sight impervious fence of at least 6 feet, but not more than 8, in height or such other type of landscaping as may be required under site plan approval.~~

b) In all developments, to the extent practicable, existing trees shall be retained and used to satisfy the provisions of the minimum lot landscaping.

c) Further tree planting may be required, including along road frontages. ~~In the Limited Business and Commercial Districts the front age lots shall be landscaped with a minimum of one deciduous tree for each 35 linear feet. The tree species shall be in accordance with the requirements of the Bedford Department of Public Works.~~

C. Section 6.5.4, Educational Uses – Greenbelt

Current Text:

Greenbelt

A greenbelt shall be provided to screen the proposed development from adjoining land zoned for residential use as specified in Section 6.2.12.

Proposed Text:

~~Greenbelt~~ **Landscape Buffer**

A **landscape buffer** ~~greenbelt~~ shall be provided to **moderate the visual impact of screen** the proposed development ~~from~~ **on** adjoining land zoned for residential use as specified in Section 6.2.12.

D. Section 6.6.5, Child Care Facility and Religious Uses – Greenbelt

Current Text:

Greenbelt

A greenbelt shall be provided to screen the proposed development from adjoining land zoned for residential use as specified in Section 6.2.12.

Proposed Text:

~~Greenbelt~~ **Landscape Buffer**

A **landscape buffer** ~~greenbelt~~ shall be provided to **moderate the visual impact of screen** the proposed development ~~on from~~ **on** adjoining land zoned for residential use as specified in Section 6.2.12.

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E. Table II Dimensional Regulations

Amend Table II, Dimensional Regulations, by replacing the column headed "Minimum Lot Landscaping %" and footnotes, as follows:

		<i>Current</i>	<i>Proposed</i>
Residence R	Standard Subdivision	-	-
Residence A	"	-	-
Residence B	"	-	-
Residence C	"	-	-
Residence D	"	50	50
Residence R	Cluster Development	-	-
Residence A	"	-	-
Residence B	"	-	-
Residence C	"	-	-
Limited Business		25	25*
Limited Business		25	25*
General Business		25	25*
Commercial		30% in all cases provided that where such use abuts a residential district a greenbelt shall be provided.	30*
Industrial B		50% in all cases provided that where such abuts a residential district a greenbelt shall be provided.	50*
Industrial Park A		50% in all cases provided that where such abuts a residential district a greenbelt shall be provided.	50*
Industrial C		50% in all cases provided that where such abuts a residential district a greenbelt shall be provided.	50*

See Section 6 for provisions applicable to this Table II.

***Where the use abuts a residential district, a landscape buffer shall be provided as specified in Section 6.2.12**

F. Section 7.5.2.1 b), Site Plan Approval—Procedure for Review by the Planning Board - Application for Site Plan Approval

Current Text:

(b) The applicant shall submit such material as may be required regarding design features intended to integrate the proposed new development into the existing landscape, to enhance

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aesthetic assets and to screen objectionable features from neighbors.

Proposed Text:

(b) The applicant shall submit such material as may be required regarding design features intended to integrate the proposed new development into the existing landscape, to enhance aesthetic assets and to screen objectionable features from neighbors. **This shall include addressing any requirement for a landscape buffer under Section 6.2.12.**

G. Section 8.2.8, Cluster Development – Standards – Greenbelt

Current Text:

Greenbelt

No building shall be erected within 50 feet of the boundary line with adjoining land zoned for residential use. A greenbelt shall be provided to screen the proposed development from adjoining land zoned for residential use, as specified in Section 6.2.12.

Proposed Text:

Landscape Buffer ~~Greenbelt~~

No building shall be erected within 50 feet of the boundary line with adjoining land zoned for residential use, **except buildings for uses accessory to single family dwellings as described in Section 5 and subject to the dimensional placement provisions of Section 6.** A **landscape buffer**~~greenbelt~~ shall be provided to **moderate the visual impact of**~~screen~~ the proposed development ~~on from~~ adjoining land zoned for residential use, as specified in Section 6.2.12.

H. Section 9.2.5, Planned Residential Development (PRD) – Standards – Lot Area, Frontage and Yard Requirements

Current Text:

Lot Area, Frontage and Yard Requirements

There shall be no minimum lot area, frontage or yard requirements within a PRD. However, no building shall be erected within 50 feet of a public way or boundary line of the PRD. A Greenbelt shall be provided to screen the proposed development from adjoining land zoned for residential use, as specified in Section 6.2.12.

Proposed Text:

Lot Area, Frontage and Yard Requirements, and Landscape Buffer

There shall be no minimum lot area, frontage or yard requirements within a PRD. However, no building shall be erected within 50 feet of a public way or boundary line of the PRD, **except buildings for uses accessory to residential use as described in Section 5 which shall be subject to the Planning Board's discretion.** A **landscape buffer**~~Greenbelt~~ shall be provided to **moderate the impact of**~~screen~~ the proposed development ~~on from~~ adjoining land zoned for residential use, as specified in Section 6.2.12.

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I. Section 19.5.5, Town Center Mixed Use Overlay District – Design Standards and Planning Board Findings – landscape materials

Current Text:

Landscape materials used as buffers are native, non-invasive, hardy for New England weather conditions and disease resistant. The greenbelt provisions of section 6.2.12 shall also apply.

Proposed Text:

Landscape materials used as buffers are native, non-invasive, hardy for New England weather conditions and disease resistant. The **landscape buffer**~~-greenbelt~~ provisions of section 6.2.12 shall also apply.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Unanimously recommended approval

Moderator declared motion adopted by two-thirds vote.

Jan Shepard presented the report for the Charter Review Committee.

Article 6 - Miscellaneous Charter Amendments

Jan Shepard made the following motion and the motion was seconded.

Voted, that the Town approve the amendments to the Town of Bedford Charter:

Article 2 - The Town Meeting, Section 2-6 Clerk of the Town Meeting

Current text:

The Town Clerk shall record all votes and preserve as public records all proceedings of the Town Meeting sessions. If at a Town Meeting the office of Town Clerk is vacant, or if the Town Clerk is absent, the meeting shall elect a temporary Clerk.

Proposed Text:

The Town Clerk shall record all votes and preserve as public records all proceedings of the Town Meeting. ~~sessions.~~ If at a **session** of Town Meeting the office of Town Clerk is vacant, or if the Town Clerk is absent, the ~~m~~**M**Meeting shall elect a temporary Clerk.

Article 2 -The Town Meeting, Section 2-8 Petitioners' Advisory Committee (Second Sentence)

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Current Text:

Appointees shall serve for a term of one year and shall be attorneys or persons otherwise qualified by virtue of their experience in town government.

Proposed Text:

Appointees shall serve for a term of one year and shall be attorneys or persons otherwise qualified by virtue of their experience in town government.

Article 2 - The Town Meeting, Section 2-9 Town Meeting Vote by Consent

Current Text:

In preparing the warrant for Town Meeting the Selectmen may, at their discretion, place two or more items subject to a vote at Town Meeting into a consent article. A vote on a consent article shall be a vote on all items it contains; however, each item shall be printed in the article in a separate paragraph so that it is identifiable and distinct from all others. The Town Meeting may vote to amend a consent article by removing from it any item making that item subject to a separate vote. In that event a consent article shall be voted, as amended.

Proposed Text:

In preparing the warrant for Town Meeting the Selectmen may, ~~at their discretion~~, place two or more items subject to a vote ~~at Town Meeting~~ into a consent article. A vote on a consent article shall be a vote on all items it contains; however, each item shall be printed in the article in a separate paragraph so that it is identifiable and distinct. ~~from all others.~~ The Town Meeting may vote to amend a consent article by removing from it any item, making that item subject to a separate vote. In that event a consent article shall be voted, as amended.

Article 2 - The Town Meeting, Section 2-11 Submission of Budgets by Elected Boards and Elected Committees to the Finance Committee

Current Text:

All elected boards and elected committees shall submit their budget to the Finance Committee no later than the second Monday in January. The Selectmen's budget shall be in the form specified in Article 5, Section 2 of this Charter.

Proposed Text:

All elected boards and elected committees shall submit their budget to the Finance Committee no later than the second Monday in January. The Selectmen's budget shall be in the form specified in Article 5, Section 2 of this Charter. **Exceptions to this date will be subject to the decision of the Finance Committee.**

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Article 3 - The Selectmen, Section 3-3 Appointments

<i>Current Text:</i>			<i>Proposed Text:</i>		
In addition to appointments to temporary posts and committees they may create, the Selectmen shall make the following appointments for the terms specified:			In addition to appointments to temporary posts and committees they may create, the Selectmen shall make the following appointments for the terms specified:		
	Length of Term			Length of Term	
<u>Office</u>	<u>No. of</u>	<u>Years</u>	<u>Office</u>	<u>No. of</u>	<u>Years</u>
Fence Viewers	5	1	Fence Viewers	5	1
Measurers of Wood, Bark and Manure	5	1	Measurers of Wood, Bark and Manure	5	1
Town Manager	1	Pleasure of Selectmen	Town Manager of	1	Pleasure of Selectmen

Article 5 - Town Manager, Section 5-1 Conditions of Office, Duties

Current Text:

The Selectmen shall appoint a Town Manager who shall be qualified by education, training, or previous experience in public administration to perform the duties of the office. He or she shall be the chief administrative officer of the Town. The individual shall not have served in an elective office in the Town during the twelve months prior to the appointment. He or she shall devote full-time to the business of the Town. The Town Manager's compensation shall be set by the Selectmen within the amount appropriated by the Town Meeting. The Town Manager shall serve at the pleasure of the Selectmen; however, at least four Selectmen must vote for dismissal if the individual is to be removed from office. The Town Manager shall be responsible for the conduct of affairs placed in his or her charge by this Charter or by other legal source or delegation of authority. Among the powers and duties of the Town Manager are the following:

- Recommend to the Selectmen for their consideration and approval policies and long-range goals to guide the plans and programs of the several offices and departments.
- Prepare the Salary Administration Plan Bylaw amendment for approval of Town Meeting. In this regard he or she shall administer the Bylaw and perform all administrative and policy functions in said Bylaw.
- Provide staff support to the Capital Expenditure Committee to assist it in the execution of its duties.
- Keep Selectmen informed as to the financial condition and needs of the Town and make such recommendations to them as deemed necessary or expedient.

Proposed Text:

The Selectmen shall appoint a Town Manager who shall be qualified by education, ~~training, or previous~~ and experience in public administration to perform the duties of the office. He

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or she shall be the chief administrative officer of the Town. The individual shall not have served in an elective office in the Town during the twelve months prior to the appointment. He or she shall devote full-time to the business of the Town. The Town Manager's compensation shall be set by the Selectmen within the amount appropriated by the Town Meeting. The Town Manager shall serve at the pleasure of the Selectmen; however, at least four Selectmen must vote for dismissal **from the position**. ~~if the individual is to be removed from office.~~ The Town Manager shall be responsible for the conduct of affairs placed in his or her charge by this Charter or by other legal source or delegation of authority. Among the powers and duties of the Town Manager are the following:

- Recommend ~~to the Selectmen for their consideration and approval~~ policies and long-range goals **to the Selectmen** to guide the plans and programs of the ~~several offices~~ and departments.
- Prepare the Salary Administration Plan Bylaw amendment for approval of Town Meeting. ~~In this regard he or she shall administer the Bylaw and perform all administrative and policy functions in said Bylaw.~~
- Provide staff support to the Capital Expenditure Committee. ~~to assist it in the execution of its duties.~~
- Keep Selectmen informed as to the financial condition and needs of the Town and make such recommendations to them as ~~deemed necessary. or expedient.~~

Article 5 - Town Manager, Section 5-2 Responsibility for Budget Preparation (Third Sentence)

Current Text:

It shall address the financial policies and the assumptions that affect the department budgets and enumerate and explain the differences between the current and forthcoming budgets.

Proposed Text:

It shall address the financial policies and the assumptions that affect the department budgets and enumerate and explain the differences between the current and **forthcoming proposed** budgets.

Article 5 - Town Manager, Section 5-3 The Warrant Report

Current Text:

The Town Manager shall prepare a warrant report and place it in distribution to all the Town's registered voters a minimum of seven days before each Annual Town Meeting and a minimum of fourteen days before a Special Town Meeting. The warrant report shall be constructed as follows:

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For each article in the warrant, a copy of the article or a summary that conveys its full contents; a statement by the submittor of the article of the reason or reasons why the provision set forth in the article should be adopted by Town Meeting, a comment by the Selectmen, and a comment by the Finance Committee.

The Selectmen may also invite the Town officers, boards, commissions and committees affected by an article to submit a comment for the report. The warrant report for a Special Town Meeting need not be prepared if the Selectmen and the Finance committee agree that the time required for its preparation would delay the holding of such a meeting sufficiently to do harm to the town.

Proposed Text:

The Town Manager shall prepare a warrant report and ~~place it in distribution~~ **arrange for its distribution** to all the Town's registered voters a minimum of seven days before each Annual Town Meeting and a minimum of fourteen days before a Special Town Meeting. The warrant report shall be constructed as follows:

For each article in the warrant, a copy of the article or a summary that conveys its full contents; a statement by the submittor of the article of the reason or reasons why the provision set forth in the article should be adopted by Town Meeting, ~~a comment~~ **recommendations** by the Selectmen, and ~~a comment by the~~ Finance Committee.

The Selectmen may also invite the Town officers, boards, commissions and committees affected by an article to submit ~~a comment~~ **recommendations** for the report. The warrant report for a Special Town Meeting need not be prepared if the Selectmen and the Finance committee agree that the time required for its preparation would delay the holding of such a meeting sufficiently to do harm to the town.

Article 8 - Recall of Elected Officials, Section 8-1 Holders of an Elective Office May Be Recalled

Current Text:

Holders of an Elective Office May Be Recalled

Any holder of an elective office may be recalled and removed by the qualified voters of the Town as provided in this Charter. Recall is intended to be utilized when, in the opinion of the number of voters specified below, an elected official, acting as such, has caused a loss of confidence in his or her judgment or ability to perform reasonably the duties and responsibilities of the office.

Proposed Text:

Holders of an ~~Elective~~ Elected Office May Be Recalled

Any holder of an ~~elective~~ **elected** office may be recalled and removed by the ~~qualified~~ **registered** voters of the Town as ~~provided~~ **detailed** in this ~~Charter~~ **article**. Recall is intended

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to be utilized when, in the opinion of the number of voters specified below, an elected official, acting as such, has caused a loss of confidence in his ~~or~~ /her judgment, or ~~the~~ ability to ~~perform~~ reasonably **perform** the duties and responsibilities of the office.

Article 8 - Recall of Elected Officials, Section 8-2 Affidavit, Petition, Preparation and Filing

Current Text:

Any ten qualified voters of the Town may file with the Town Clerk an affidavit containing the name of the officer sought to be recalled and a statement of the grounds of recall. The Town Clerk shall promptly transmit a copy of such affidavit to the officer sought to be recalled and to the Selectmen. Within five days from the date of the filing of the affidavit, the Town Clerk shall deliver to the ten voters making such affidavit a sufficient number of copies of petition blanks demanding such recall. The blanks shall be issued, consecutively numbered, by the Town Clerk with the signature and official seal of the Town Clerk attached thereto; they shall be dated and addressed to the Selectmen, shall contain the name of the person sought to be recalled, the grounds of recall as stated in said affidavit, and the names of the persons to whom issued, and they shall demand the election of the successor to such office. The recall petition shall be returned and filed with the Town Clerk at or before 5:00 p.m. of the thirtieth day after issuance of the petition. Said petition before being returned and filed shall be signed by at least ten percent of registered voters and to every signature shall be added the place of residence of the signer, giving the street and number. The Town Clerk shall deliver the petition to the Registrars of Voters, and the Registrars shall, within five days, certify the number of signatures which are names of voters of the Town.

Proposed Text:

Any ten ~~qualified~~ **registered** voters of the Town ~~seeking to recall an elected officer of the Town~~ may file with the Town Clerk an affidavit **with the Town Clerk** containing the name of ~~the said~~ officer ~~sought to be recalled~~ and a statement of the grounds ~~of for~~ recall. The Town Clerk shall promptly transmit a copy of ~~such the~~ affidavit to the officer sought to be **for** recalled and to the Selectmen. Within five days from ~~the date of the filing of the affidavit~~ **filing date**, the Town Clerk shall deliver ~~to the ten voters making such affidavit~~ a sufficient number of ~~copies of recall~~ petition blanks **demanding such recall to the ten filing voters.**

The blanks shall

- be ~~issued~~, consecutively numbered, ~~by the Town Clerk~~ with the signature and official seal of the Town Clerk attached ~~thereto~~;
- ~~they shall~~ be dated and addressed to the Selectmen;
- ~~shall~~ contain the name of the person sought to be recalled;
- **contain** the grounds ~~of for~~ recall as stated in ~~said the~~ affidavit;
- ~~and contain~~ the names of the persons to whom issued, **who filed the recall affidavit**
- **demand a recall election be held** and they shall ~~demand~~ the election of the successor to such **the office., as detailed in Section 8-6.**

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The **completed** recall petition shall be returned and filed with the Town Clerk at or before 5:00 p.m. of the thirtieth (**30th**) day after issuance of the petition **to the filers**. ~~Said~~ The petition before ~~being returned and filed~~ shall be signed by at least ten percent of registered voters and ~~to every signature shall be added the~~ **also include the** place of residence ~~of the signer, giving the~~ **with** street and number, **of the signer**. The Town Clerk shall **promptly** deliver the petition to the Registrars of Voters, and the Registrars shall, ~~within five days,~~ certify the number of **Town voter** signatures ~~which are names of voters of the Town~~ **within five days**.

Article 9 - General Provisions, Section 9-3 Date of Appointments

Current Text:

Date of Appointments

Terms of appointment shall end on June 30, or until another is duly appointed and qualified.

Proposed Text:

~~Date~~ Term of Appointments

Terms of appointment shall end on June 30, or until another **person** is duly appointed and qualified.

Article 9 - General Provisions, Section 9-4 Qualification of Elected and Appointed Officials

Current Text:

Qualification of Elected and Appointed Officials

Except for regular Town employees, all elected and appointed officials shall be qualified by the Town Clerk within thirty days of their election or appointment.

Proposed Text:

Qualification of Elected and Appointed ~~Officials~~ Town Officers

To be qualified, a person must be duly elected or appointed, and have taken the oath of office. ~~Except for regular Town employees, a~~ **All elected and appointed officials Town officers** shall be qualified by the Town Clerk within thirty days of their election or appointment, **and may not begin their official duties until they are qualified.**

Article 9 - General Provisions, Section 9-5 Voting of Boards, Commissions, Committees

Current Text:

A majority vote of the total membership of any elective or appointive board, commission or committee shall be required to pass a motion.

Proposed Text:

Except as otherwise provided by Massachusetts General Law, A ~~a~~ majority vote of the total membership of any elective or appointive board, commission or committee shall be required to pass a motion.

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Article 9 - General Provisions, Section 9-14 Charter Revision

Current Text:

The Selectmen shall five years from the effective date of this Charter and every five years thereafter, appoint a committee to study the working of Town government and recommend revisions and amendments considered advisable.

Proposed Text:

The Selectmen shall five years from the effective date of this Charter and every five years thereafter, appoint a committee to study **review** the working of Town government and recommend revisions and amendments considered advisable.

Article 9 - General Provisions, Section 9-16 Publication of Charter and Bylaws (Second Sentence)

Current Text:

Copies of the said Bylaws and copies of this Charter shall be made available in suitable form in the office of the Town Clerk.

Proposed Text:

Copies of the said Bylaws and copies of this Charter shall be made available ~~in suitable form~~ in the office of the Town Clerk.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Charter Review Comm.:	Recommended approval

Moderator declared motion adopted unanimously.

Article 7 - Charter Amendment - The Moderator, Election, Deputy Moderator

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town approve an amendment to the Town of Bedford Charter Article 2, Section 2-5 "The Moderator, Election, Temporary Moderator" as follows:

Article 2 - The Town Meeting, Section 2-5 The Moderator, Election, Temporary Moderator

Current Text:

The Moderator, Election, ~~Temporary~~ Moderator

A Moderator shall be elected for a three-year term to preside over sessions of the Town Meetings. In the absence of the Moderator, the Town Meeting shall elect a temporary Moderator.

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Proposed Text:

The Moderator, Election, Temporary Deputy Moderator

A Moderator shall be elected for a three-year term to preside over sessions of the Town Meetings. **At the first session of the Annual Town Meeting, the Moderator shall appoint a Deputy Moderator to serve until the next Annual Town Meeting in the event of the Moderator's absence or disability, provided that the Town Meeting shall ratify such appointment.**

The Deputy Moderator shall have all of the powers of the Moderator when presiding at Town Meeting sessions, but shall have no other powers or duties of the Moderator. In the absence of the Moderator **and the Deputy Moderator**, the Town Meeting shall elect a temporary Moderator.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Charter Review Comm.:	Recommended approval

Moderator declared motion adopted unanimously.

James O'Neil of 21 Clark Road made a motion to close the debate which was seconded.

The Moderator declared the motion to close the debate passed by two-thirds vote.

Article 8 - Charter Amendment - Volunteer Coordinating Committee Membership

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town approve an amendment to the Town of Bedford Charter Article 3, Section 3-3 "Appointments" by increasing the number of Volunteer Coordinating Committee members from three (3) to a total of five (5) as follows:

Article 3 - The Selectmen, Section 3-3 Appointments

<i>Current Text:</i>			<i>Proposed Text:</i>		
In addition to appointments to temporary posts and committees they may create, the Selectmen shall make the following appointments for the terms specified:			In addition to appointments to temporary posts and committees they may create, the Selectmen shall make the following appointments for the terms specified:		
		Length of Term			Length of Term
<u>Office</u>	<u>No. of</u>	<u>Years</u>	<u>Office</u>	<u>No. of</u>	<u>Years</u>
Volunteer Coordinating Committee	3	3	Volunteer Coordinating Committee	5	3

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Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Charter Review Comm.:	Recommended approval

Moderator declared motion adopted by two-thirds vote.

Article 9 - Charter Amendment - Duties of the Volunteer Coordinating Committee

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town approve amendments to the Town of Bedford Charter Article 3, Section 3-5 "Duties of the Volunteer Coordinating Committee" as follows:

Article 3 - The Selectmen, Section 3-5 Duties of the Volunteer Coordinating Committee

Current Text:

The Volunteer Coordinating Committee shall identify qualified candidates for all appointive offices in the Town, except for appointees who work full or part time for remuneration, and except for appointments to the Volunteer Coordinating Committee. For each appointment made by each appointing authority, except for the just specified exceptions, it shall present the appointing authority with a list of names from which to choose, including the incumbent's name if he or she wishes to be reappointed. No appointing authority may choose an appointee whose name does not appear on such list. However, the Volunteer Coordinating Committee shall provide additional names if the appointing authority requests them or if any candidate on a list refuses appointment. The appointing authority may make an appointment without following the procedure set forth in this paragraph if the Volunteer Coordinating Committee fails to supply a list of candidates within thirty days of the date of a request.

Proposed Text:

The Volunteer Coordinating Committee shall identify qualified candidates for all appointive offices in the Town, except for **the following**:

- appointees who work full or part time for remuneration, ~~and except for appointments to the~~
- Volunteer Coordinating Committee,
- **incumbents under consideration for reappointment,**
- **appointees of elected and appointed boards and committees other than those of the Selectmen.**

For each appointment made by each appointing authority, except for the ~~just specified~~ exceptions **specified above**, ~~it the Committee~~ shall present the appointing authority with

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a list of ~~the name or~~ names from which to choose, ~~including the incumbent's name if he or she wishes to be reappointed. No~~The appointing authority may **not** choose an appointee whose name does not appear on such list. However, the Volunteer Coordinating Committee shall provide **an additional name or** names if the appointing authority requests them or if any candidate on a list refuses appointment. The appointing authority may make an appointment without following the procedure set forth in this paragraph if the Volunteer Coordinating Committee fails to supply a list of candidates within ~~thirty~~ **sixty** days of the date of a request.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Charter Review Comm.:	Recommended approval

Moderator declared motion adopted unanimously.

Article 10 - Charter Amendment – Signature Requirement for Recall Petitions of Elected Officials

Michael Rosenberg made the following motion and the motion was seconded.

I move that the Town approve an amendment to the Town of Bedford Charter Article 8 “Recall of Elected Officials”, Section 8-2 “Affidavit, Petition, Preparation and Filing”, the sixth sentence therein, by deleting the signature requirement of 10% of registered voters in order for a recall petition to be certified and replacing said signature requirement with 20%.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended disapproval
Charter Review Comm.:	Recommended approval

Moderator declared motion defeated.

Article 11 - Rescind Prior Bond Authorizations and Related Appropriations

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town amend appropriations and rescind the following remaining, unborrowed amounts from the following bond authorizations, for which the projects have begun or have been completed and no further borrowings are required:

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Article	Purpose	Original Total	Appropriation to be Rescinded	Bonding Authorization to be Rescinded
Article 17 of the 2014 Annual Town Meeting	Dump Trucks	\$440,000	\$30,000	\$30,000
Article 20 of the 2013 Annual Town Meeting	Ladder Truck	\$960,000	\$55,000	\$55,000

Recommendations:

Selectmen: Recommended approval
Finance Committee: Recommended approval
Capital Expenditure Committee: Recommended approval

Moderator declared motion adopted unanimously.

Catherine Cordes presented the report for the Community Preservation Committee.

Article 12 - Community Preservation Surcharge Effective July 1, 2015

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town reconfirm a property tax surcharge of three percent (3%) of the taxes assessed annually on real property which shall be dedicated to the Community Preservation Fund, such surcharge to be imposed on taxes assessed for fiscal years beginning on or after July 1, 2015.

Recommendations:

Selectmen: Recommended approval
Finance Committee: Recommended approval
Planning Board: Unanimously recommended approval

Moderator declared motion adopted.

Article 13 - Bond Authorization - Town Hall Building Systems Replacement

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$2,850,000 for remodeling, reconstructing and making extraordinary repairs to the Town Hall located at 10 Mudge Way, including the payment of any other costs incidental or related thereto; that to meet the appropriation \$71,612 be transferred from Article 18-4 2012 ATM – Town Hall Multi-purpose Room Rehab, \$479,000 shall be transferred from available funds, \$946,000 be transferred from surplus revenue, \$291,000 shall be transferred from Community Preservation Act funds and \$209,000 from Community Preservation General Reserves, and the Treasurer, with the approval of the Selectmen, is

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authorized to borrow the remaining \$853,388 of which shall be borrowed under and pursuant to Chapter 44B of the General Laws (the Community Preservation Act) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure Committee:	Recommended approval
Community Preservation Comm.:	Recommended approval

Moderator declared motion adopted by two-thirds vote. Seven voters challenged the vote. After a hand count, the Moderator declared the motion adopted by two-thirds vote (In favor-83, Opposed-23).

Article 14 - Amend FY 2015 Community Preservation Budget

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town amend the Fiscal Year 2015 Community Preservation appropriations voted in Article 19 of the 2014 Annual Town Meeting utilizing FY15 Community Preservation Funds by making the following adjustments:

By adding the following new appropriations:

13. Municipal Affordable Housing Trust - \$304,272.00

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Preservation Comm.:	Recommended approval

Moderator declared motion adopted.

Moderator stated that the operating budget article would be read. A hold may be placed on any Line item.

Article 15 - Amend FY 2015 Operating Budgets

Stephen Steele made the following motion and the motion was seconded.

Voted, that the Town amend the sums appropriated under Article 24 of the 2014 Annual Town Meeting, Operating Budget - Fiscal Year 2015, beginning July 1, 2014, to be raised in the tax levy unless otherwise specified, by amending the following specified accounts with the following revised amounts:

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2014

Account #1300 Finance Department

- Amend so as to increase the appropriation by \$55,000 for a revised total appropriation of \$1,011,342
- Further amend so as to increase the Interest Abatement segregation by \$25,000 for a revised Interest Abatement segregation of \$75,000
- Further amend so as to decrease the amount to be transferred from the sewer fund by \$126,436 for a revised amount of \$49,356

Account #1301 Insurance and Benefits

- Amend so as to decrease the appropriation by \$2,455 for a revised total appropriation of \$10,224,028

Account #1310 Financial Committees

- Amend so as to decrease the tax levy appropriation to the Reserve Fund by \$50,000.
- Further amend as to transfer \$42,960 from Article 17 15-01 of the 2014 Annual Town Meeting, Facilities Lane/Davis Space Modifications (Account number 001.3500.5780.8067.0000) to the Financial Committees Reserve Fund;
- Further amend as to transfer \$55,040 from Article 20 14-06 of the 2013 Annual Town Meeting Facilities Classroom Renovation and Space Reconfiguration (Account number 001.3502.5780.8044.0000) to the Financial Committees Reserve Fund.
- For a total revised Financial Committee appropriation of \$674,614, and a revised Reserve Fund segregation of \$673,000.

Account #3001 Vocational Education

- Amend so as to increase the appropriation by \$10,000 for a revised total appropriation of \$555,000

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Article 16 - Amend FY 2015 Ambulance Enterprise Budget for Introduction of Town Advanced Life Support Services

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town amend the sums appropriated under Article 25 of the 2014 Annual Town

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2014

Meeting, Ambulance Enterprise Budget – Fiscal Year 2015, beginning July 1, 2014, by amending the following revised amounts:

- Amend so as to increase the appropriation by \$115,144, for a revised total appropriation of \$804,196; and in doing so,

By increasing the following sums to be appropriated:

- Salaries by \$78,743 for a revised total Salaries amount of \$476,601
- Capital Outlay by \$66,101 for a revised total Capital Outlay amount of \$71,127 and, by decreasing the following sum to be appropriated:
- Operational Expenses by \$29,700 for a revised total Operation Expenses amount of \$256,468.

Further amend the amounts to be raised to meet said appropriations by revising the total Ambulance Receipts to \$730,527, an increase of \$76,264; and further by transferring the amount of \$38,880 from the Ambulance Enterprise Fund Retained Earnings; with no change to the tax levy subsidy

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Article 17 - Appropriate Funds for FY 2015 Bedford Police Officers Collective Bargaining Agreement

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town vote to appropriate the sum of \$14,921.73 to be added to Article 24, Operating Budget Fiscal Year 2015, Account #2010, Police Department, as voted at the 2014 Annual Town Meeting with \$14,446.73 to be added to the Salaries segregation therein to fund the provisions of a Collective Bargaining Agreement between the Town of Bedford and the Bedford Police Officers Association commencing July 1, 2014 for the Police Officers; by transferring \$14,921.73 from said Article 24, Operating Budget Fiscal Year 2015, Account Number 1220, Selectmen.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2014

Moderator declared motion adopted unanimously.

Article 18 - Stabilization Fund Appropriation

Stephen Steele made the following motion and the motion was seconded.

Voted, that the Town raise and appropriate \$200,000 to the Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Margot Fleischman made a motion to adjourn Special Town Meeting sine die. The motion was seconded the Town Meeting adjourned at 10:44 PM.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN CAUCUS - JANUARY 6, 2015

Lois Chase, *Secretary of the Caucus*

Town Clerk Doreen Tremblay called the Town Caucus to order at 7:06 P.M. A quorum of forty-eight voters was present.

Nominations for Chairperson of the Caucus took place, and Michael Rosenberg was elected Chairperson by a unanimous vote.

Chairperson Rosenberg explained the basic rules of the Caucus. The quorum is twenty-five voters. The Chairperson asked if there were any residents that were not registered. The Chairperson stated they would need to be seated in a different section of the auditorium. Rules are in compliance with MGL Chapter 53 Section 121.

The Chairperson asked for nominations for Secretary of the Caucus. Lois Chase was unanimously voted Secretary of the Caucus.

Chairperson Rosenberg explained the procedures to follow in nominating candidate(s) to each open public office. The Chairperson reminded the audience that attendance is required at the Caucus for Caucus nomination. The upcoming election is March 14, 2015. The Caucus nominees must sign the acceptance form with the Town Clerk. The Chairperson reviewed the open positions.

Having heard the proposed rules of procedure for the 2015 Caucus, a motion was made and seconded to adopt all rules of procedure. The Chairperson declared the procedures adopted.

Town Clerk Doreen Tremblay explained the campaign finance laws.

Nominations began:

ASSESSORS - 1 VACANCY - ONE - 3 YEAR TERM

INCUMBENT NOMINATION: RONALD M CORDES - 3 JEFFREY CIRCLE

Nominators: John C. Linz – 2 Jeffery Cir.; Robert B. Murphy – 435 Concord Rd.;
Carol C. Amick – 18 Crescent Ave.

No further nominations, **Ronald M. Cordes** nomination was accepted and approved.

BOARD OF HEALTH - 2 VACANCIES- TWO - 3 -YEAR TERMS

INCUMBENT NOMINATION: SARAH B. THOMPSON - 40 GOULD ROAD

Nominators: Thomas J. Kinzer III – 226 Old Billerica Rd.; Margot Fleischmen – 145 Page Rd.

No further nominations, **Sarah B. Thompson** nomination was accepted and approved.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN CAUCUS - JANUARY 6, 2015

INCUMBENT NOMINATION: ANITA RAJ – 4 WILDWOOD DRIVE

Nominators: Beatrice A. Brunkhorst – 135 Page Rd.; Catherine B. Cordes – 3 Jeffery Cir.

No further nominations, **Anita Raj** nomination was accepted and approved.

HOUSING AUTHORITY - 1 VACANCY – ONE – 4 -YEAR TERM

NOMINATION: ROBERT N. SCHMALZ – 70 ESSEX COURT

Nominators: S. Brown Pulliam – 102 Badger Ter.; Carol C. Amick – 18 Crescent Ave.

No further nominations, **Robert N. Schmalz** nomination was accepted and approved.

LIBRARY TRUSTEES - 2 VACANCIES – TWO 3-YEAR TERMS

INCUMBENT NOMINATION: ROBERT L. BATT – 338 SOUTH ROAD

Nominators: Michael A. Pulizzi – 10 Evans Ave.; Catherine B. Cordes – 3 Jeffery Cir.

No further nominations, **Robert L. Batt** nomination was accepted and approved.

INCUMBENT NOMINATION: MICHAEL A. PULIZZI – 10 EVANS AVENUE

Nominators: Robert L. Batt – 338 South Rd.; Catherine B. Cordes – 3 Jeffery Cir.

No further nominations, **Michael A. Pulizzi** nomination was accepted and approved.

PLANNING BOARD - 1 VACANCY – ONE - 3 -YEAR TERM

INCUMBENT NOMINATION: JEFFREY M. COHEN – 17 HOULTON STREET

Nominators: Lisa R. Mustapich – 1 Clark Rd.; Shawn J. Hanegan – 5 Hunt Rd.

No further nominations, **Jeffrey M. Cohen** nomination was accepted and approved.

REGIONAL SCHOOL COMMITTEE – ONE VACANCY – ONE 3-YEAR TERM

INCUMBENT NOMINATION: GLENN MCINTYRE – 135 PAGE ROAD

Nominators: Beatrice A. Brunkhorst – 135 Page Rd.; Catherine B. Cordes – 3 Jeffery Cir.

No further nominations, **Glenn McIntyre** nomination was accepted and approved.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN CAUCUS - JANUARY 6, 2015

REGIONAL SCHOOL COMMITTEE - ONE VACANCY - ONE 1-YEAR TERM

NOMINATION: DONALD G. DROUIN - H4 ASHBY PLACE

Nominators: Carol C. Amick – 18 Crescent Ave.; Glenn McIntyre – 135 Page Rd.

No further nominations, **Donald G. Drouin** nomination was accepted and approved.

SCHOOL COMMITTEE - 1 VACANCY - ONE - 3 -YEAR TERM

No nominations

SELECTMEN - 1 VACANCY - ONE - 3 -YEAR TERM

INCUMBENT NOMINATION: MARGOT R. FLEISCHMAN - 145 PAGE ROAD

Nominators: Catherine B. Cordes – 3 Jeffery Cir.; Amy Faith Lloyd – 17 Fayette Rd.

No further nominations, **Margot R. Fleischman** nomination was accepted and approved.

Chairperson Rosenberg took a vote to close the nominations for School Committee vacancy. The Chairperson stated there is still an open seat for the School Committee three year term. There are fifteen days for a voter to file nomination papers for the School Committee vacancy. There may be interest in running for office. The 2015 Town Caucus adjourned at 8:11 P.M.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - MARCH 23, 2015

The Moderator called the Town Meeting to order. The Annual Town Meeting convened at 7:34 p.m. in the Bedford High School Auditorium. A quorum of two hundred and fifty-three registered voters was present. The Town Clerk read the return of service. The Bedford Minutemen posted the colors. Reverend Susan Abramson from Temple Shalom Emeth gave the invocation. The Moderator reviewed the rules for Town Meeting. The Moderator stated Town Meeting is the annual business meeting of the Town. Proper decorum must be maintained. The Moderator stated that the Town Meeting rules are published in the back of the warrant. A voter may not speak unless the Moderator recognizes them. The Moderator stated her name is "Betsey Anderson". The voter must stand at the microphone. If the voter is unable to stand, please notify the Moderator and the microphone will be brought to them. Name and address are required to speak. A voter may not speak more than twice in debate. Questions do not fall under the debate rule. Questions must be directed through the Moderator. Debate must be kept within the scope of the motion. Amendments must be in writing for the Town Clerk and Moderator. There is no clapping or booing. Local cable is taping the meeting. Local cable will not tape during the voting. Please turn off cellular phones. If you need to talk please go into the hallway. She said that the voter required an orange card for hand counts. If they did not pick one up, go out to check-in. The Guidelines for Town Meeting presentations are being used tonight. The guidelines are on the Town web site. The Moderator stated these guidelines should make the presentations easier to read and see. The Moderator asked for feedback on the guidelines. The tellers for the evening are: Lois Chase, Kelly Craven, Nancy Daugherty, Rosemary Dyer, Charles Huxsaw and Janet Schimelfenyg.

Mark Siegenthaler read the memorial resolutions for Annual Town Meeting 2015.

MEMORIAL RESOLUTIONS - 2015

Whereas, since the Annual Town Meeting of 2014, employees, officers and committee members of the Town have passed away, having performed their duties faithfully, dedicating their time and skills to benefit the residents of Bedford, and

Whereas we gratefully recognize their public service to Bedford's citizens,

Now therefore be it resolved that we, the people of Bedford, assembled here in Annual Town Meeting on March 23, 2015, mourn their passing and extend sincere sympathy to the families of:

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ANNUAL TOWN MEETING - MARCH 23, 2015

Elmer Cornelius Bartels	Ad Hoc Page School Study Committee 1982-1983, Architectural Barriers Committee 1992-2007, Handicapped Access 1984-1991
Jack Berberian	Business Manager School in 1972-1979
Janet B. Blake	Measurer of Wood, Bark and Manure 1992
Carol M. Connors	School department 1973-2007, election worker 2009-2014
George Dalrymple	Ad Hoc Charter Review Committee 1982-1983, 1989-1991, 1997-1998; Cable Television Committee 1992-2006; Council on Aging 1993-1998; Election Officer 1994 - 1995; Fire Station Addition Building Committee 1964-1965; Historic District Commission 1965-1971; Schools & Municipal Space Needs III 1998-2001; Sketch Plans - Fire Department Future Building Needs 1963-1964
Mary Donahue	Tax Collector's Office 1983-2008, Election worker 1988-1998
Claire French	School Superintendent's Office 1978-2003
Lawrence E. Gardini	School Custodian 1990-2003
Marguerite Hamilton	School Employee 1997-1999
Constance Ann Hanley	Adult Ed Teacher 1985; Assistant in Business Office 1982-1996; Election officer 1978-1999
Lois Rose	Election worker (2003-2012)
Alfred McLaughlin	Fence viewer 1968-1974, ice area study committee 1972, municipal building committee 1970, police station study committee 1971, sewer study committee 1971-1972
John M. McMahan	Ration Board, 1968-1973, Special Police Officer 1968-1974
Frances Mello	School Nurse 1968-1985
James E. O'Donnell Jr.	Department of Public Works 1951-1952; Firefighter 1956-1988
Marie E. "Betty" Primmerman	Assessor's Office retired 1965-1978
Mary Jayne Ramsay	Public Works Department 1967-1983 & Finance Department 1987-2011
Ernest L Scheyder	Election worker 2005-2012
Sandra L. Shanklin	Davis School Secretary 1986-2003
Carl Silvestrone	Fence Viewer 1993; Public Works Heavy Equipment Operator 2001-2002; Sewer System Operator 2002-2014; Chief Sewer System Operator 2014-2015
Coral Gillespie Webber	Public Health Nurse 1964-1965
Robert Yanosick	Firefighter 1962-1988

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - MARCH 23, 2015

And be it further resolved that this Resolution be inscribed in the permanent record of this meeting, and notification thereof sent to members of their families.

Sandra Hackman of the Planning Board presented the report on the Comprehensive Plan. The Moderator stated that other reports will be presented before certain articles.

Article 2

Debate Rules

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town adopt the following procedure for the current Annual Town Meeting:

- A. A speaker presenting an article or amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:45 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passed by two-thirds vote.

Article 3

Consent Article

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town:

- A. Authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 2015 in accordance with the provisions of M.G.L., Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of M.G.L., Chapter 44, Section 17, as may be appropriate;
- B. Raise and appropriate the sum of \$62,000 for an audit of Fiscal Year 2015 and related services;
- C. Accept the provisions of Chapter 184, Section 51 of the Acts of 2002, amending Massachusetts General Laws, Chapter 59, Section 5 (41C) as provided therein concerning a

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - MARCH 23, 2015

tax exemption of \$500.00 for the elderly so as to increase the gross receipts limitations to \$20,000.00 for a single person and \$30,000.00 for married persons and so as to increase the whole estate limitations to \$40,000.00 for a single person and \$55,000.00 for married persons, and further to increase the amount of property tax exemption granted to persons who qualify for said exemption under said Section 5 (41C) by 100% to \$1,000.00, effective in the Fiscal Year 2016;

- D. Accept the provisions of Chapter 73, Section 4 thereof of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988 so as to act under the aforesaid statute to increase the amount of property tax exemptions by 100% for persons who qualify for said exemptions under clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, and 37A of Section 5 of Chapter 59 of the General Laws, said increase to be 100% above the minimum exemption amounts otherwise provided in the aforementioned clauses of Section 5 of Chapter 59 of the General Laws, effective in the Fiscal Year 2016;
- E. Authorize the Selectmen, during Fiscal Year 2016, to accept any and all easements for sidewalks, trails, drainage, or other utility purposes, as they may deem in the Town's best interests;

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion passed unanimously.

Article 4

Amend Cable Television Revolving Fund Expenditure Limit

William Moonan made the following motion and the motion was seconded.

Voted, that the Town amend the vote taken under Article 4 of the 2014 Annual Town Meeting, Reauthorization of Revolving Funds by increasing the annual expenditure limitation pertaining to the revolving fund established under Section 3 of said Article 4 for cable television franchise fees and revenues to \$250,000.

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - MARCH 23, 2015

Article 5

Reauthorization of Revolving Funds

William Moonan made the following motion and the motion was seconded.

Voted, that the Town will:

- Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2016, a departmental revolving fund to be under the jurisdiction of the Board of Library Trustees, such fund to be used for the purchasing of library materials, and to be comprised of charges for lost or damaged library materials or cards, and late fines to the extent that such fines and charges exceed \$17,000, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$25,000 for said Fiscal Year 2016;
- Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2016, a departmental revolving fund for the Conservation Commission, and to authorize the Conservation Commission to deposit into such fund any and all consultant fees from permit applicants, and to use such funds for the purchase of consultant services needed to fulfill the work of the commission, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2016;
- Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2016, a departmental revolving fund for cable television revenue to be under the jurisdiction of the Selectmen, such fund to be used for purchasing equipment, supplies, and services related to cable television including public, educational and government access, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$250,000 for said Fiscal Year 2016;
- Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2016, a departmental revolving fund for fees and revenue received from the operation of Depot Park to be under the jurisdiction of the Selectmen, such fund to be used for the maintenance and improvements for Depot Park and purchasing equipment, supplies, and services related to the operation of Depot Park, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$75,000 for said Fiscal Year 2016;
- Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2016, a departmental revolving fund for fees and revenue received from the operation of Old Town Hall and Town Center to be under the jurisdiction of the Selectmen, such fund to be used for the operation and maintenance of Old Town Hall and Town Center, including utility expenses and purchasing equipment, supplies, and services related to Old Town Hall and Town Center, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$150,000 for said Fiscal Year 2016;
- Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2016, a departmental revolving fund for the Department of Public Works for any and all revenue from the refuse collection and recycling program, and to use such funds for any expenses related to said refuse collection and recycling program including collection and disposal costs, the purchase of refuse carts, recycling bins, compost bins, educational mailings and postage,

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and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2016;

Establish, pursuant to M.G.L. Chapter 44, Section 53E1/2 for Fiscal Year 2016, a departmental revolving fund for the Facilities Department, and to authorize the Facilities Department to deposit into such fund any and all revenue generated from utility incentives for the purchase and resale of energy, and to use such funds for the purchase of energy and energy conservation efforts, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2016;

Establish, pursuant to M.G.L., Chapter 44, Section 53E1/2 for Fiscal Year 2016, a departmental revolving fund to receive monies, gifts, and fees charged for public health programs, such as clinics sponsored by the Board of Health, and further, to authorize the Board of Health to administer and expend funds for these and related programs, such as medical services, up to a limit of \$25,000 in Fiscal Year 2016.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted.

Article 6

Bills of Prior Year

Caroline Fedele made the following motion and the motion was seconded.

Voted, indefinite postponement of Article 6.

RECOMMENDATIONS

Selectmen:	No position
Finance Committee:	Recommended indefinite postponement

The Moderator stated the motion requires a two-thirds vote. Moderator declared motion passed unanimously.

Article 7

General Bylaw Amendment – Volunteer Coordinating Committee

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town amend General Bylaws of the Town of Bedford under Article 30 – Volunteer Coordinating Committee as follows:

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30.2 Membership

Current Text with Proposed Changes:

The Volunteer Coordinating Committee shall consist of ~~three~~ **five** members appointed by the Selectmen for three year terms.

Revised New Text:

The Volunteer Coordinating Committee shall consist of five members appointed by the Selectmen for three year terms.

30.3 Purpose

Current Text with Proposed Changes:

The Volunteer Coordinating Committee shall recruit and identify qualified candidates for ~~all~~ appointive offices in the Town, except for **the following**:

- appointees who work full or part time for remuneration, ~~and except for appointments to~~
- the Volunteer Coordinating Committee ~~-,~~
- **incumbents under consideration for reappointment,**
- **appointees of elected and appointed boards and committees other than those of the Selectmen.**

Revised New Text:

The Volunteer Coordinating Committee shall recruit and identify qualified candidates for appointive offices in the Town, except for the following:

- appointees who work full or part time for remuneration,
- the Volunteer Coordinating Committee,
- incumbents under consideration for reappointment,
- appointees of elected and appointed boards and committees other than those of the Selectmen.

30.4 Responsibilities

Current Text with Proposed Changes:

The Volunteer Coordinating Committee shall present, for each appointment made by each appointing authority, a list to the appointing authority of names from which to choose, ~~including the incumbent if he or she wishes to be reappointed. No~~ **The** appointing authority may **not** choose an appointee whose name does not appear on such list unless ~~the three~~ names have not been provided within ~~60~~ **30** days. The Volunteer Coordinating Committee, however, shall provide additional names if so requested.

Revised New Text:

The Volunteer Coordinating Committee shall present, for each appointment made by each

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appointing authority, a list to the appointing authority of names from which to choose. The appointing authority may not choose an appointee whose name does not appear on such list unless names have not been provided within 60 days. The Volunteer Coordinating Committee, however, shall provide additional names if so requested.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted.

The Moderator announced to keep the debate civil. The guidelines for civil discourse are in the back of the warrant.

Article 8

General Bylaw Amendment – Cable Television Committee

John Monahan made the following motion and the motion was seconded.

I move that the Town amend General Bylaws of the Town of Bedford under Article 26 – Cable Television as follows:

26.4 Responsibilities

Current Text:

The committee responsibilities are to:

- Monitor the Cable Operators' license and the PEG Access Service Provider's contract for compliance;
- Inform relevant parties of instances of license or contract noncompliance;
- Investigate and work to resolve any consumer problems relating to the operation of cable television.

Proposed Text:

The committee responsibilities are to:

- Monitor the Cable Operators' license and the PEG Access Service Provider's contract for compliance;
- Inform relevant parties of instances of license or contract noncompliance;
- **Monitor the Town's cable television funds and advise the Selectmen and Town Manager on expenditures from those funds**
- Investigate and work to resolve any consumer problems relating to the operation of cable television.

RECOMMENDATIONS

Selectmen:	Recommended disapproval
Finance Committee:	No Position

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Moderator declared motion defeated (In Favor-83, Opposed-150).

Margot Fleischman made an amendment to article 9 which was seconded. Walter St. Onge suggested the following amendment:

Voted, to amend section 1 to insert the word "additional" in the second line between the words eight and (8) and to correct a typographical error in section 3 to section 17. The Moderator declared amendment has been carried.

Article 9

Home Rule Petition for Additional Alcoholic Beverage Licenses

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town authorize the Selectmen to petition the General Court for special legislation to authorize the Town to issue eight additional (8) licenses for the sale of all alcoholic beverages to be drunk on premises as follows:

AN ACT AUTHORIZING THE TOWN of Bedford to grant additional Alcoholic beverage licenses

Be it enacted by the Senate and House of Representative in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding Section 17 of Chapter 138 of the General Laws, the licensing authority of the Town of Bedford may grant eight additional (8) licenses for the sale of all alcoholic beverages to be drunk on the premises under Section 12 of said Chapter 138. The licenses shall be subject to all of said Chapter 138, except Section 17.

SECTION 2. Licenses issued pursuant to this Act shall be non-transferrable to any other locations, persons, corporations, organizations, or entities, except that licenses issued pursuant to this Act shall be transferable by any person, corporation, organization, or entity to any other person, corporation, organization, or entity, solely for use within the permitted location. Any transfer in violation of this Act shall render said license null and void.

SECTION 3. Notwithstanding Sections 12 and 17 of Chapter 138 of the General Laws, the licensing authority of the Town of Bedford may restrict the licenses issued pursuant to this Act to holders of common victualler licenses.

SECTION 4. The licenses granted under this Act, if revoked or no longer in use, shall be returned physically, with all of the legal rights and privileges pertaining thereto, to the licensing authority and may be granted by the licensing authority of the Town of Bedford to new applicants that are persons, corporations, organizations, or entities.

SECTION 5. This Act shall take effect upon its passage.

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and to determine whether the General Court may make clerical or editorial changes of form only to the bill, unless the Selectmen are authorized to approve amendments which shall be within the scope of the general public objectives of the petition.

RECOMMENDATIONS

Selectmen:	Unanimously recommended approval
Finance Committee:	Recommended approval
Planning Board:	Unanimously supports

Moderator declared motion adopted.

Article 10

Rescind Remaining Unused Portion of 2014 Bond Authorization for Bedford Street Sewer Force Main Improvement

William Moonan made the following motion and the motion was seconded.

Voted, that the Town rescind the \$211,653 balance of the \$1,861,429 borrowing authorized under Article 15 of the March 24, 2014 Town Meeting Warrant for sewer force main replacement, and any other costs incidental or related to such project, which is no longer required to complete the project for which it was authorized.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Article 11

Bond Authorization – Bedford Street Sewer Force Main Improvement

William Moonan made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$4,500,000 to pay costs of repairing and/or replacing the Bedford Street sewer force main, and for the payment of all costs incidental and related thereto, and that to meet this appropriation:

\$20,286.79 is re-appropriated from the unexpended balance of Article 21 of the April 1, 2002 Town Meeting originally authorized for the DPW Facility which project is complete and no liability remains,

\$17,953.93 is re-appropriated from Article 22 of the April 1, 2002 Town Meeting originally authorized for the Town Center Facility which project is complete and no liability remains,

\$579.63 is re-appropriated from Article 18 of the March 28, 2005 Town Meeting originally

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authorized for the Sewer I/I study which project is complete and no liability remains,
\$17.37 is re-appropriated from Article 12 of the March 26, 2007 Town Meeting originally authorized for the Sewer I/I study which project is complete and no liability remains,
\$1,311.00 is re-appropriated from Article 17 of the March 24, 2008 Town Meeting originally authorized for the Shawsheen Well which project is complete and no liability remains, and
the Treasurer, with the approval of the Selectmen, is authorized to borrow \$4,459,851.28 under and pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and
that the Selectmen are authorized to contract for and expend any federal or state aid available for the project, provided that the amount of the authorized borrowing shall be reduced by the amount of such aid received prior to the issuance of bonds or notes under this vote.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure Committee:	Recommended approval

Moderator declared it unanimous by voice vote.

Article 12

Bond Authorization - Amend Capital Project 09-17 - Water Standpipe Painting and Preparations

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the vote of the Town adopted under Article 17 of the warrant at the 2008 Annual Town Meeting, is hereby amended so as to appropriate the additional sum of \$170,000 to pay costs of rehabilitating the Crosby Drive Water Tank, including painting and all related preparations, and the payment of all other costs incidental or related thereto; and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 8(7C) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore and that the Selectmen are authorized to take any other action to carry out this project.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure Committee:	Recommended approval

Moderator declared this motion unanimous on a voice vote.

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William Moonan presented the Capital Expenditures Committee Report.

The Moderator stated the Capital Projects budget will be moved by each line item 16-01 to 16-45 and 16-48 to 16-49 excluding 16-23, 16-43, 16-50, 16-51, 16-52 and 16-53. These items require bonding. Each bonding item will be voted on separately. If there is a question, put a hold on an item. The unheld items would be voted on first. The Moderator would then read the holds. The held items will then be discussed and voted on separately.

Article 13

Proposed FY2016 Capital Projects Plan

William Moonan made the following motion and the motion was seconded.

Voted, that the Town appropriate the following sums for the items contained within the proposed Fiscal Year 2016 Capital Projects Plan with the appropriation being raised under the tax levy unless otherwise specified:

Project	Project Name	Appropriation
16-01	Town Wide Emergency Generator Stacks	\$24,000
16-02	Davis School Emergency Generator	\$123,249
16-03	Emergency Standby Power Expansion	\$12,000
16-04	Fire Station Attic HVAC	\$14,800
16-05	Fire Station Sewer Pumps	\$16,284
16-06	Crossmatch Guardian Fingerprint System	\$12,000
16-07	John Glenn Middle School Boiler Repair	\$14,175
16-08	Police Station Interior Space Modification	\$16,088
16-09	School Technology - Infrastructure	\$255,000
16-10	Fire Channel One	\$69,828
16-11	Sabourin Field Lighting Replacement	\$175,000
16-12	John Glenn Middle School Classroom Renovations	\$26,000
16-13	Town Copier Replacement	\$9,769
16-14	Town Document Management System Expansion	\$6,440
16-15	Town Network & Servers	\$14,580
16-16	Town Network Storage Array	\$30,000
16-17	Fire Department Thermal Image Cameras	\$34,635
16-18	John Glenn Middle School Emergency Standby Power Expansion	\$20,000
16-19	Davis School Modular Kindergarten Classrooms	\$121,000
16-20	AssessPro Software Upgrade	\$25,250

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Project	Project Name	Appropriation
16-20	AssessPro Software Upgrade	\$25,250
16-21	Bedford High School Exhaust Fan High Capacity Phase 1	\$137,500
16-22	School Buildings Feasibility Study	\$78,750
16-24	DPW Interior Space Modification	\$10,890
16-25	Town Center Interior Space Modification	\$10,678
16-26	Library Exterior Painting	\$13,000
16-27	School Photocopier Replacement	\$20,891
16-28	School Technology - White Board and Printer Replacements	\$132,400
16-29	Vehicle and Equipment Replacement	\$192,577
16-30	Lane School Exterior Painting	\$12,242
16-31	John Glenn Middle School Classroom Modifications	\$69,916
And to fund said project that the sum of \$51,623.46 be transferred from Article 5, High School Renovations and Additions from the March 27, 2006 Annual Town Meeting and that the sum of \$2,595.26 be transferred from Article 3, Davis School from the October 1997 Special Town Meeting.		
16-32	Lane School Classroom Modifications	\$23,000
16-33	Bedford High School Classroom Renovation	\$53,500
16-34	Town Infrastructure and Equipment	\$45,000
16-35	School Technology - Computers	\$161,700
16-37	Town Center/North Wing Exterior Painting	\$36,744
16-39	Town Hall Exterior Painting	\$32,180
16-40	Library Front Door Replacement	\$13,600
16-41	Town Hall Interior Space Modification	\$7,411
16-42	Town Center Interior Window Blinds	\$17,500
16-44	Sabourin Field Visitors' Bleachers	\$63,000
16-45	Salt & Sand Shed Feasibility Study	\$50,000
16-48	Sewer Pump Station Program (Said sum to be transferred from the Sewer Fund)	\$97,185
16-49	Great Road Pumping Station (Said sum to be transferred from the Sewer Fund)	\$22,050

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Project 16-23 – John Glenn Middle School Site Lighting Upgrade

And further that the Town appropriate the sum of \$18,745 to pay for the costs of site lighting replacement at the John Glenn Middle School, including costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$18,745 under General Laws, Chapter 44, §7(14) or any other enabling authority; and that the Selectmen are authorized to take any other action necessary or convenient to carry out this project.

Project 16-43 – Town Hall/Town Center/Old Town Hall Site Lighting Upgrade

And further that the Town appropriate the sum of \$31,230 to pay for the costs of site lighting replacement at Town Hall, Town Center and Old Town Hall, including costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$31,230 under General Laws Chapter 44, §7(14) or any other enabling authority; and that the Selectmen are authorized to take any other action necessary or convenient to carry out this project.

Project 16-50 – Water Main Improvement Project

And further that the Town appropriate the sum of \$753,962 to pay the costs of water main improvements, including costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$753,962 under General Laws, Chapter 44, §8 or any other enabling authority, which amount may be borrowed from the Massachusetts Water Resources Authority or otherwise; that the Selectmen are authorized to contract for and expend any federal or state aid available for the project; that the Treasurer is authorized to enter into any loan agreements and/or security agreements with the Massachusetts Water Resources Authority with respect to the project; and that the Selectmen are authorized to take any other action necessary or convenient to carry out this project.

Project 16-51 – Sewer Inflow and Infiltration

And further that the Town appropriate the sum of \$200,000 to pay for the costs of sewer inflow and infiltration projects, including costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$200,000 under General Laws, Chapter 44, §7(1) or any other enabling authority; and that the Selectmen are authorized to take any other action necessary or convenient to carry out this project.

Project 16-52 – Town-wide Phone System

And further that the Town appropriate the sum of \$378,106 to pay the costs of replacing the Town-wide telephone system, including costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$378,106 under General Laws, Chapter 44, §7(9) or any other enabling authority; and that the Selectmen are authorized to take any other action necessary or convenient to carry out this project.

Project 16-53 – Street Lighting Upgrade to LED

And further that the Town appropriate the sum of \$310,900 to pay the costs of replacing the street lights, including costs incidental or related thereto; that to meet this appropriation the Treasurer

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with the approval of the Selectmen is authorized to borrow \$310,900 under General Laws, Chapter 44, §7(14) or any other enabling authority; and that the Selectmen are authorized to take any other action necessary or convenient to carry out this project.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Not held items 16-01 to 16-08, 16-10 to 16-14, 16-17 to 16-20, 16-24 to 16-27, 16-30, 16-32, 16-33, 16-37, 16-39 to 16-45 and 16-48 to 16-49 declared those items adopted unanimously. Item 16-09 declared that adopted unanimously. Item 16-15 declared that unanimously adopted. Item 16-16 was unanimously adopted. Item 16-21 that was adopted unanimously. Item 16-22 this was adopted unanimously. Item 16-28 declared it adopted. Item 16-29 declared item adopted. Item 16-31 declared that adopted unanimously. Item 16-34 declared that adopted unanimously. Item 16-35 declared that adopted unanimously. Item 16-45 declared that adopted. Any items requiring bonding were voted on separately including Item 16-23, 16-43, 16-50, 16-51, 16-52 and 16-53. Item 16-23 declared this adopted by two-thirds vote by voice. Item 16-43 declared that adopted unanimously which is more than two-thirds vote. Item 16-50 declared that adopted unanimous by voice vote. Item 16-51 declared that adopted unanimous by voice vote. Item 16-52 declared this adopted by two-thirds vote. Item 16-53 declared that adopted unanimously.

Catherine Cordes presented the Community Preservation Report.

Article 14

Amend FY2015 Community Preservation Budget

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town amend the Fiscal Year 2015 Community Preservation appropriations voted under Article 19 of the 2014 Annual Town Meeting and later amended under Article 14 of the November 6, 2014 Special Town meeting so as to reduce Item #11 – Affordable Housing Reserves by \$107,000 for a new appropriation of \$243,000.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Preservation Committee:	Recommended approval

Moderator declared the motion adopted unanimously.

The Moderator stated for the Community Preservation Budget that any item may be held to ask a question. The unheld items would be voted on first. The held items would then be discussed and voted on separately.

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Article 15

Community Preservation Budget – Fiscal Year 2016

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town appropriate the following amounts from the Community Preservation Fund for the following purposes utilizing FY16 Community Preservation Funds unless otherwise specified:

	APPROPRIATIONS	CP FY16 Funds
1	Administrative	\$ 10,000.00
2	Affordable Housing Consultant	\$ 15,000.00
3	Bond Payment – Town Center	\$ 190,175.00
4	Bond Payment – 350A Concord Road	\$ 467,763.00
5	Bond Payment – Town Hall MEP Project	\$ 47,068.00
6	Bicycle Repair Stand	\$ 1,100.00
7	Washington Street Bridge	\$ 175,000.00
8	Athletic Field Development	\$ 600,000.00
9	Narrow Gauge Rail Trail	\$ 56,265.00
10	Historic Properties Preservation Fund	\$ 75,000.00
	RESERVES	
11	Affordable Housing	\$ 166,660.10

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Preservation Committee:	Recommended approval

Unheld item 2 to 3, 5 to 7 and 9 to 11 declared these projects adopted unanimously. Item 1 declared that adopted unanimously. Item 4 declared that adopted unanimously, Item 8 declared the motion adopted.

Mark Siegenthaler made a motion to adjourn the Annual Town Meeting until March 24, 2015 at 7:30 PM in the Bedford High School Auditorium. The motion was seconded. The Annual Town Meeting adjourned at 10:58 PM.

The Moderator called the Town Meeting to order. The Annual Town Meeting convened at 8:02 p.m. in the Bedford High School Auditorium. A quorum of one hundred and two registered voters was present. The Moderator stated the rules for Town Meeting are in the back of the warrant. The Moderator stated Town Meeting is the annual business meeting of the Town. Due to the lateness of the hour, the Moderator announced starting with Article 16.

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Article 16

Supplement Operating Budget for Fiscal Year 2015 and Articles of the 2014 Annual Town Meeting

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, indefinite postponement of Article 16.

RECOMMENDATIONS

Selectmen: No position

Finance Committee: No position

The Moderator stated the motion requires a two-thirds vote. Moderator declared motion adopted unanimously to postpone.

Article 17

Salary Administration Plan Bylaw Amendment – Classification & Wage Schedule

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town amend the Salary Administration Plan Bylaw, as amended, by striking out the present Classification and Wage Schedule and inserting in place thereof a new Classification and Wage Schedule, hereinafter set forth, to become effective July 1, 2015, unless another effective date is set forth herein.

A. Management / Professional Schedule (Annual)

	Min.	Mid.	Max.
M-21	88,704	107,553	126,403
DPW Director			
Fire Chief			
Police Chief			
M-20	84,480	102,432	120,384
Facilities Director			
Finance Director/Treasurer & Collector			
M-18	75,970	91,164	106,358
Capital Project Manager			
M-17	71,747	85,200	98,652
Assistant Town Manager			
Code Enforcement Director / Building			
Inspector			
DPW Engineer			
Library Director			

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	Min.	Mid.	Max.
M-16	67,053	79,626	92,199
Accountant			
Associate Assessor			
Health Director			
Information Systems Manager			
Planning Director			
M-15	62,747	73,728	84,709
Assistant Facilities Director			
Council on Aging Director			
DPW Business Manager			
Economic Development Coordinator			
Grounds Operations Manager			
Highway Operations Manager			
Human Resources/Management Analyst			
Recreation Director			
Town Clerk			
Water & Sewer Operations Manager			
Youth & Family Services Director			
M-14	58,099	68,266	78,434
Assistant Library Director			
M-13	53,875	62,630	71,384
Assistant Recreation Director			
Civil / Environmental Engineer			
Community Nurse			
Conservation Administrator			
Facilities Information and Procurement Analyst			
GIS Analyst			
Local Building Inspector			
Plumbing/Gas Inspector			
Program Coordinator			
Prevention Services Coordinator			
Recycling Coordinator			
Senior Librarian			
Technical Support Specialist			
Wiring Inspector			

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	Min.	Mid.	Max
M-12	49,427	57,459	65,490
Assistant Assessor			
Assistant Planner			
Building & Systems Superintendent			
Elder Services Coordinator			
Engineering Technician			
Health Agent			
Librarian			
School-Age Child Care Director			
M-11	45,422	52,235	59,048
Archivist			
Assistant Accountant			
Assistant Treasurer & Collector			
Data Collector			
Engineering Assistant			
Engineering & Mechanical Assistant			
Human Services Assistant			
Youth & Family Services Counselor			
M-10	41,293	47,486	53,680
Finance Assistant			
Respite Care Coordinator			
Senior Library Technician			
Youth Worker			
M-9	37,609	42,781	47,952
Animal Control Officer			
School Traffic Supervisor			
M-7	30,588	34,412	38,235
Assistant Youth Worker			
Veteran's Services Officer			
B. Secretarial Clerical (35 hr/wk)	Min.	Mid.	Max.
Administrative Assistant II	784.06	891.87	999.67
Administrative Assistant I	726.21	826.06	925.91
Department Assistant III	680.59	765.66	850.73
Department Assistant II	629.92	708.66	787.40
Department Assistant I	590.32	656.73	723.15

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C. Library (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	
Library Assistant II	17.03	17.71	18.39	19.14	19.91	
Library Assistant I	15.77	16.40	17.02	17.72	18.44	
Library Page	9.24	9.58	9.92	10.26	10.60	
Custodian	15.70	16.31	16.98	17.67	18.35	
D. Public Works (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chief Water System Operator (c.)	960.25	1,008.26	1,058.69	1,111.63	1,167.22	1,190.56
Chief Sewer System Operator (c.)	960.25	1,008.26	1,058.69	1,111.63	1,167.22	1,190.56
Working Foreman (c.)	960.25	1,008.26	1,058.69	1,111.63	1,167.22	1,190.56
Electrician (c.)	944.03	981.82	1,021.08	1,061.93	1,104.41	1,126.49
Maintenance Craftsman (c.)	927.10	964.19	1,002.77	1,042.88	1,084.60	1,106.29
Mechanic (c.)	927.10	964.19	1,002.77	1,042.88	1,084.60	1,106.29
Water System Operator (c.)	927.10	964.19	1,002.77	1,042.88	1,084.60	1,106.29
Sewer System Operator (c.)	927.10	964.19	1,002.77	1,042.88	1,084.60	1,106.29
Assistant Working Foreman (c.)	927.10	964.19	1,002.77	1,042.88	1,084.60	1,106.29
Heavy Equipment Operator (c.)	840.52	874.14	909.11	945.47	983.30	1,002.96
Summer Laborer (interim / seasonal)	12.50/ per hr.	12.50/ per hr.				
E. Public Health (c.)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
School Registered Nurse - licensed (annual)	42,100	43,995	45,974	48,043	50,205	52,464
School Registered Nurse - licensed (PT hourly)	32.33	33.79	35.31	36.90	38.56	40.29
	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
School Registered Nurse - licensed (annual)	54,825	57,293	59,871	62,565	65,381	68,323
School Registered Nurse - licensed (PT hourly)	42.11	44.00	45.98	48.05	50.21	52.47
F. Public Safety - Fire (42 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Captain Fire Prev. (40 hr/wk) (c.)	1,381.97	1,418.40	1,521.83	1,560.93	1,600.58	1,639.36
Lieutenant - Fire (c.)	1,179.77	1,200.94	1,277.58	1,299.81	1,322.13	1,360.90
Private - Fire (c.)	1,008.37	1,026.34	1,091.30	1,110.12	1,129.02	1,167.80
Student Firefighter	715.65/wk.					
Call Lieutenant	3,223.14/yr. max 16.28/hr.		3,455.09/yr. max with EMT 17.11/hr. Spec. Assign.			
Call Firefighter	2,747.20/yr. max 14.48/hr.		2,915.89/yr. max with EMT 15.49/hr. Spec. Assign.			

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G. Public Safety - Police (37.5 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Lieutenant - Police (c.)	1,465.84	1,491.69	1,517.66	1,544.22		
Sergeant - Police (c.)	1,263.66	1,285.94	1,308.33	1,331.22		
Patrol Officer - Police (c.)	1,012.50	1,030.99	1,097.82	1,117.18	1,136.63	1,157.09
Patrol Officer - Police (c.)	Step 7					
	1,177.91					
Student Police Officer	715.65/wk.					
Police Matron	18.50/hr.		20.08/hr. nights and weekends			
H. Public Safety - Dispatch (37.5 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Communications Officer I (c.)	701.22	736.27	773.08	811.74	852.32	894.94
Emergency Communications Officer II (c.)	718.75	754.68	792.41	832.04	873.63	917.31
Lead Emergency Communications Officer (c.)	736.28	773.08	811.74	852.33	894.94	936.69
I. Recreation Programs						
School-Age Child Care Program (40 hr/wk)			Min.	Mid.	Max.	
Assistant Director			16.00	18.50	21.00	
Group Leader			12.78	16.75	20.25	
Aide (High School)			10.00	11.00	12.00	
Youth Center Staff (Hourly - effective July 1, 2013)						
Supervisor			17.00	19.00	21.00	
Adult Staff (H.S. Graduates)			15.00	16.50	18.00	
Junior Staff (H.S. Students)			10.00	11.00	12.00	
Springs Brook Park Program (Hourly - effective May 15, 2014)						
Director/Manager			20.55	27.76	34.96	
Aquatics Director			18.00	21.50	25.00	
Assistant Director			15.00	17.00	20.00	
Supervisor			11.00	13.00	15.00	
	Level A	Level B	Level C	Level D	Level E	
Swimming Staff III	11.85	12.15	12.45	12.75	13.05	
Swimming Staff II	10.54	10.76	10.98	11.25	11.55	
Swimming Staff I	9.44	9.66	9.88	10.10	10.32	
Crew III	8.80	9.00	9.20	9.40	9.60	
Crew II	7.80	8.00	8.20	8.40	8.60	
Crew I	7.00	7.15	7.30	7.45	7.60	
Summer Adventures/Summer Recreation Programs						
(Hourly - effective May 15, 2014)			Min.	Mid.	Max.	
Director			19.51	24.09	28.66	
Assistant Director			17.70	19.64	21.59	
Program Leader			15.37	17.68	20.33	

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	Level A	Level B	Level C	Level D	Level E
Supervisor	16.00	16.40	16.81	17.23	18.01
Administrative Coordinator	16.00	16.40	16.81	17.23	17.66
Program Staff	12.00	12.66	13.36	14.09	14.87
Counselor (HS Grad) *	8.50	9.00	9.50	10.00	10.50
Counselor (HS) *	8.00	8.30			
Aide	7.50				
Overnight Stipend	100.00/night				
* Add for Certifications: \$.50/hr. CPR, \$.50/hr. First Aid, \$.50/hr. Life Guard Training					

Instructional Programs (hourly)

	Min.	Mid.	Max.
Program Instructor II	25.00	37.50	60.00
Program Instructor I	15.00	20.00	30.00
Program Aide	10.00	13.00	15.00

	Level A	Level B	Level C	Level D	Level E
Basketball Official	12.00	13.25	14.50	15.75	17.00

J. Miscellaneous

	Step 1	Step 2	Step 3	Step 4	Step 5
Local Transportation Oper./ Coord. (40 hr/wk)	903.84	920.49	937.02	952.65	968.54
Recording Secretary	16.79/hr.		Alt. / Asst. Inspectors		28.58/hr.
Temporary Clerk II	10.55/hr.				
Temporary Clerk I	9.24/hr.				
Substitute Local Transportation Operator	18.96/hr.				
Youth Leader	9.24/hr.				
			Min.	Mid.	Max.
Temporary Painter			24.00	25.00	29.00

(c.) Per Labor Contract

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

The Moderator announced for the operating budget as items are read place a hold to ask a question. Vote on the items not held first. Discuss and vote on the held items individually.

Richard Daugherty of 49 Elm Street asked for a point of order. Richard asked if the budget was amendable on the floor. The Moderator stated the budget is amendable on the floor.

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Article 18

Operating Budgets – FY2016

Stephen Steele made the following motion and the motion was seconded.

Voted, that the Town appropriate for expenditures in the fiscal year beginning July 1, 2015 the following sums to be raised from the tax levy unless otherwise herein specified:

Account #	Department	FY 2016 Recommended	Segregations Description	Amount
1220	Selectmen	653,325	Salaries:	
			Chairman	2,000
			Clerk	1,500
			Other Selectmen, each	1,200
			Office	466,698
1300	Finance/Administrative Services	979,543	Salaries	637,390
			Interest Abatements	50,000
			From Sewer Fund	172,582
1301	Insurance & Benefits	10,764,139	From Sewer Fund	187,071
			From Pension Trust Fund	66,000
1303	Principal & Interest	7,670,614	Non Exempt Principal	2,393,322
			Non Exempt Interest	791,288
			Exempt Principal	2,730,000
			Exempt Interest	1,050,998
			CPA Debt Costs	705,006
			From Debt Stabilization	116,667
			From Sewer Fund	460,000
			From CPA Fund	705,006
1310	Financial Committees	651,614	Reserve Fund	650,000
			Capital Expenditures	
			Committee	260
1410	Board of Assessors	280,100	Salaries:	
			Stipend, each Assessor	1,600
			Office	205,210
1510	Legal Services	183,896		
1610	Town Clerk	215,782	Salaries:	
			Office	190,571
			Stipends	310
1620	Elections & Registrations	41,739	Personnel Costs	23,067
			Stipends	1,350

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Account #	Department	FY 2016 Recommended	Segregations Description	Amount
1750	Planning Board	183,106	Salaries	179,291
2010	Police Department	3,476,749	Salaries	3,323,628
			Capital Outlay	14,473
2200	Fire Department	2,175,939	Salaries	2,026,769
			Capital Outlay	18,476
2360	Town Center	102,533	Salaries	47,788
2400	Code Enforcement	461,923	Salaries	426,590
3000	School Department	36,596,578	From Impact Aid/Defense Aid	186,000
3001	Vocational Education	490,000		
3500	Facilities Department Municipal	2,421,407	Salaries	472,069
			Capital Outlay	2,500
			Utilities	1,750,000
4000	Public Works	11,012,488	Salaries	2,765,115
			Snow Removal Overtime	136,659
			Snow Removal Materials	205,553
			MWRA	3,213,185
			Water Purchase	1,665,022
			Refuse/Recycling	924,097
			Energy	633,217
			Equipment/Materials	812,382
			Capital Outlay	7,258
			Road Resurfacing	650,000
			From Sewer Fund	4,209,525
5000	Board of Health	600,388	Salaries	568,130
5001	Hazardous Waste	15,348		
5003	Mosquito Control	38,504		
5400	Bedford Local Transit	60,361	Salaries	59,591
5410	Council on Aging	186,103	Salaries	173,724
			Capital Outlay	1,093

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Account #	Department	FY 2016 Recommended	Segregations Description	Amount
5420	Youth & Family Services	461,117	Salaries	209,588
6100	Public Library	1,126,890	Salaries Capital Outlay	857,149 5,000
6300	Recreation Commission	107,880	Salaries	107,880
6910	Historic Preservation Commission	1,294		

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted.

Article 19

Ambulance Enterprise Budget – FY2016

Stephen Steele made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$904,912 to operate the Ambulance Enterprise Fund, and that the following sums be appropriated for the Ambulance Enterprise Fund.

Salaries:	\$621,005
Operational Expenses	\$269,210
Capital Outlay	\$ 14,697

and that in order to meet said obligations that the sum of \$904,912 be raised as follows:

Ambulance Receipts	\$ 815,034
Retained Earnings	\$ 55,100
Tax Levy	\$ 34,778

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion adopted unanimously.

Article 20

Salary Plan Additional Funding

Michael Rosenberg made the following motion and the motion was seconded.

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Voted, that the Town raise and appropriate the sum of \$165,777 to fund salary adjustments for employees assigned to positions within the Salary Administration Plan Bylaw Classification and Wage Schedule, Sections A and B thereof.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Keith Backman of 53 Carlisle Road asked for a point of order. Keith stated the warrant for Article 21 says "Article 21 of 2011". The Moderator stated the motion is correct.

Article 21

Other Post-Employment Benefits Liability Trust Fund Appropriation

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town raise and appropriate the sum of \$565,368 for the Other Post-Employment Benefits Liability Trust Fund established under Article 20 of the 2011 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Article 22

Supplement Accrued Sick Leave Fund

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town supplement a fund established by Article 25 of the 1994 Annual Town Meeting as last amended by Article 28 of the 2014 Annual Town Meeting to offset the anticipated annual and future costs of Town employee accumulated sick leave payments by appropriating the sum of \$25,000 for such purpose.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

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Moderator declared motion adopted unanimously.

Article 23

Stabilization Fund Appropriation

Stephen Steele made the following motion and the motion was seconded.

Voted, indefinitely postpone Article 23.

RECOMMENDATIONS

Selectmen:	No position
Finance Committee:	No position

The Moderator stated the motion requires a two-thirds vote. Moderator declared adopted unanimously to postpone.

Article 24

Free Cash

Stephen Steele made the following motion and the motion was seconded.

Voted, that the Town transfer \$3,137,000 from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2015.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion adopted unanimously.

Mark Siegenthaler made a motion to adjourn the Annual Town Meeting sine die. The motion was seconded. The Annual Town Meeting adjourned at 8:52 PM.

Volunteer Opportunities and the Appointment Process

Opportunities for Volunteer Appointments in Bedford

All Town boards and committees consist of volunteers who reside in Bedford and are registered voters. These volunteers work toward solving complex issues and setting or recommending policy that helps to shape the kind of community in which we live. Bedford is fortunate to have many potential volunteers whose skill and technical knowledge can be applied in the Town Government. There are various opportunities available to correspond with your expertise and/or interest.

Why volunteer? There are as many reasons as there are volunteers. Here are a few:

- Learn more about your community
- Meet people
- Watch your ideas get implemented
- Be aware of important events in town
- Take charge of a project
- Add to your resume
- ♦ Help guide your community

Most appointments to committee vacancies are made following the Annual Town Meeting. However, vacancies also occur at other times during the year. Terms of office vary from one to three years. Committees which may have openings are listed below:

Arbor Resources Committee
Cable Television Committee
Community Preservation Committee
Historic District Commission
Patriotic Holiday Committee

Appointment Process

If you would like to be a part of our Town Government, please initiate the process for appointment by completing the reverse side of this form and returning it as indicated. Please note that all candidates for appointment to a committee are interviewed, and that prior to interviewing, they are required to visit at least one meeting of the committee(s) in which they express interest.

Town of Bedford Questionnaire for Volunteers

*Good Government Depends On You
Please read about opportunities for volunteer appointments and the process
on the other side of this Questionnaire.*

Name _____ Date _____

Address _____ Occupation _____

Home Phone _____ Cell Phone _____ E-mail _____

1. Interested in serving on _____

2. How many meetings have you attended of the committee(s) listed above? _____

3. No. years lived in Bedford: _____ Are you a registered Bedford voter? _____

4. Attended Bedford Town Meeting(s)? _____ If yes, please indicate last year(s) you attended. _____

5. Please describe your background or training from work and/or life experience that relates to your interest in government.

6. What Town government experience have you had? _____

7. What community experience have you had? Have you served as an officer or held any leadership position in any other community organization(s)? _____

8. Additional information for the Selectmen to consider. (Please add to this form and/or attach a resume as necessary.)

9. Do you have any restrictions on your availability to attend committee meetings? _____

Feel free to call a member of the Volunteer Coordinating Committee to indicate your interest or to find out more about a committee, the time commitment involved and the process of appointment. Please complete this form and return it to the Town Manager's Office, Town Hall at 10 Mudge Way or by email to cdoyle@bedfordma.gov.

Carol Amick - 781-275-5278 Patricia Carluccio - 781-275-0645 Joseph Piantedosi - 781-275-6071

Jennifer Kelley 781-275-1512 Tim Gray - 781-275-6279

Office Use Only

Registered Voter _____ Acknowledged _____ Attended Meetings _____
Interviewed _____ Appointed _____ Appointment Letter _____